

LYTCHETT MINSTER AND UPTON TOWN COUNCIL



There will be a meeting of the **Finance and Administration Committee** to be held on **Tuesday 6 June 2023** at **7.00 pm** in the Town Council Offices, Moorland Parade, Moorland Way, Upton, BH16 5JS.

Signed: **Mrs K Cane**
Town Clerk
31 May 2023

Prior to consideration of the following Agenda, there will be a democratic quarter of an hour, which may be extended at the discretion of the Committee, during which time members of the public may speak. During the course of the meeting, members of the public and our elected representatives from the Dorset Council may indicate they wish to speak, and, at the discretion of the Chairman, and with the approval of the Members, they may be allowed to do so on points of information only. The Committee may on occasion invite members of the public to comment on specific issues where points of information or their particular knowledge on a subject might prove of benefit to the Committee.

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, religion, belief or disability), Crime & Disorder, Health and Safety and Human Rights. Disabled access is available.

All in attendance should be aware that filming, recording, photography or otherwise may occur during the meeting.

AGENDA

1. Public session.
2. Declarations of Interest and apologies for absence.
3. To elect a Vice-Chair of Finance & Administration.
4. Clerks Report. None

Karen Cane CiLCA PSLCC
Town Clerk

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5. Correspondence: None
6. To note the contents of the Terms of Reference for Finance & Administration and review the Terms of Reference for the Amenities Committee.
7. To receive the Internal Auditors Report Year to 31 March 2023, Annual Governance Statement 22/23 and Accounting Statement 22/23.
8. To receive financial summary of accounts.
9. Items of Report and Matters for future agendas.

Due to the nature of the following business to be transacted under agenda item 10, the Council should resolve to exclude the Press and Public, Under the Public Bodies (Admission to Meetings) Act 1960.

10. To consider staffing matters.

**Karen Cane CiLCA PSLCC
Town Clerk**

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