



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig

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TO MEMBERS OF THE FINANCE AND STAFFING COMMITTEE:
Councillors: C Rotchell (Town Mayor), A Burgis, M Coombes, E Grigg, A Shaw
Staff: E Greig (Town Clerk).

Dear Members

I hereby give you notice that Strategic and Economic Development Committee will meet on **Friday 21st October 2022 – Town Hall at 1000.**

All Members of the Committee are hereby summoned to attend for the purpose of considering and resolving upon the business about to be transacted at the meeting as set out hereunder.

Yours sincerely,

Esther Greig

Esther Greig, Town Clerk.

Press and Public are invited to attend. Meetings are held in public and could be filmed or recorded by broadcasters, the media or members of the public.

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1. **To receive Apologies for absence with reasons**
 2. **To note Councillors present**
 3. **To receive Declarations of Interest & Approve Dispensations**
 4. **Public question time** (15 minutes allowed for this)
 5. **To receive and approve the Minutes of Finance & Staffing 4th August 2022**
 6. **To receive Clerk's report inc Q2 budget to expenditure**
 7. **Agenda Items**
 - a. To **note** Q2 internal control rota – Cllrs Rotchell & Scawn
 - b. To **note** internal auditor report
 - c. To **review** terms of reference for staffing (mental health)
 - d. To **discuss** date and format for the first budget working group meeting – suggesting 1130 4th November on Teams.
 - e. To **review** social media policy and standard response to 'trolls'.
 - f. To **discuss** tractor purchase/budget
 - g. To **discuss** income/fees for 2023, allotments, CP permits, printing.

8. Public Bodies (Admission to Meetings) Act 1960.

To **resolve** that in view of the confidential or special nature of the business about to be transacted, it is advisable that the press and public be excluded and instructed to withdraw during the discussions for the following items: staffing.

- a. To **receive** update on staff appraisals

9. Items, time and date for next meeting.

tbc - 2023, 10am Town Hall