



# CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig

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

Dear Members

I hereby give you notice that Finance and Staffing Committee will meet on **Friday 14<sup>th</sup> July 2023 – 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 22<sup>nd</sup> April & Staffing 14<sup>th</sup> January 2022**
  6. **To receive Clerk's report Q1 budget to expenditure**
  7. **Agenda Items**
    - a. To **note** Q1 internal control rota – Cllrs Coombes and Ginger
    - b. To **review** investment strategy (inc. government guidance)
    - c. To **discuss** Christmas opening hours.
    - d. To **discuss** staff appraisals for August/September
    - e. To discuss and resolve on Noticeboard at OCM and Tregoodwell.
  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 **review** 2023-24 staffing budget considering grounds team changes
    - d. To **discuss** office staff structure
    - e. To **discuss** recruitment of library and administration assistant, and potentially, Deputy Clerk
  9. **Items, time and date for next meeting.**

20<sup>th</sup> October 2023, 10am Town Hall