



CAMELFORD TOWN COUNCIL

Town Clerk: Laura Murphy

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TO MEMBERS OF THE FINANCE AND STAFFING COMMITTEE:

Councillors: M Coombes, R Rotchell (Town Mayor), E Grigg, A Shaw, A Scawn

Staff: L Murphy (Town Clerk).

Dear Members

I hereby give you notice that Finance and Staffing Committee will meet on **Friday 19th July 2024 – Town Hall at 10:00am**

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,

Laura Murphy

Laura Murphy, 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 Appoint a new Committee Chair:**
 2. **To note Councillors present:**
 3. **To receive Apologies for absence with reasons**
 4. **To receive Declarations of Interest & Approve Dispensations**
 5. **Public question time** (15 minutes allowed for this)
 6. **To receive and approve the Minutes of Finance & Staffing 3rd May 2024**
 7. **To receive Clerk's report inc. Q1 budget to expenditure**
 8. **Agenda Items**
 - a. To **set** internal control rota
 - b. To **resolve** on Grant application from friends of Lanteglos Church.
 - c. To **note** CCLA deposit account error resolved.
 - d. To **discuss** Christmas Opening hours
 9. **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 **discuss** Clerk Probation period.
 - b. To **discuss**- OCM Café
 - c. To **discuss** Staff Appraisals for August/September
 - d. To **note** clerk enrolled onto CILCA
 10. **Items, time and date for next meeting.**

Friday 25th October

