

Market Deeping Town Council
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Town Clerk: Mrs C Brent



Notice is hereby given that the next meeting of

MARKET DEEPING TOWN COUNCIL

Finance & Personnel Committee

**Will be held on
Wednesday 26th September at 7pm
At the Town Hall, Market Deeping,
when the following business will be transacted.**

Agenda

1. Chairman's Welcome
2. Apologies for Absence
3. Declarations of Interest
4. Grant Aid Applications: Including presentations by applicants
5. For members to receive a request for support for the organ fund at St Guthlac's Church and to decide on the next steps
6. Notes of minutes from the Finance & Personnel Committee meeting 28th March 2018
7. Update from the Clerk on matters arising
8. Correspondence
9. Council Finances
10. Update on year end closedown
11. Budget Planning:
 - a) For members to discuss a five year project plan
 - b) For members to commence planning for the Administration cost centre for 2019/20
12. For members to discuss the next stage in providing Council emails
13. Policies: for members to review the following staff policies:
 - a) Employee health and safety handbook
 - b) Clerk and Deputy Clerk job description
 - c) Clerk and Deputy Clerk person specification
14. Risk Assessments: for members to review the general risk assessments
15. Personnel – Consideration to go into Closed Session. To include:
 - a) Staff matters

Mrs Candace Brent
Clerk to the Council

20th September 2018