

## Agenda

Finance and Governance  
Thursday 2<sup>nd</sup> November  
Eye Town Hall  
@ 2:00 pm

1. Apologies for absence
2. Minutes of previous meeting
3. Chairs Actions
4. Staffing
  - To receive an update on clerk line management
5. Finance
  - To consider proposed budget for 2017/17 as attached.
  - To discuss procedure for setting up internet banking and credit card with Barclays
6. Governance
  - To receive an update on Council Vacancies possible induction training for new Councillors
  - To approve alterations to section 18 Financial controls and procurement for the Standing Orders.
7. Documents (to include policies, procedures and protocols)
  - To consider undertaking a policies review to be led by the Project Officer
  - To consider any required direct debit procedures (links to item 5 above)
8. Tendering, Contracts and Agreements
  - To consider the purchase of wedding insurance
9. Health and Safety (including risk assessments)
  - To consider the asset management risk assessment (attached)
  - To consider the Town Hall capacity numbers
10. Grants and Donations
  - To consider any requests for donations received since the previous meeting – none received to date
11. Reports and Updates
  - To receive a progress report from the Project Coordinator
  - Local Plan proposed response (attached)
  - Archeological Report (attached)
12. Correspondence and Referrals
13. AOB
14. Date of next meeting – to be agreed.