



EYE TOWN COUNCIL

Agenda - Finance and Governance Committee

Thursday 8th March 2018, Eye Town Hall @ 1:00 pm

- 1. Apologies for absence**
- 2. Minutes of previous meeting** (Attached)
- 3. Chairs Actions**
- 4. Staffing**
 - To receive an update on office line management
 - To receive report from the absence management system (available at meeting)
 - To receive a report regarding the Street Carers annual leave (available at meeting)
 - To agree budget from which to pay additional hours worked by Project Co-Ordinator
- 5. Finance**
 - To discussion issues from the budget monitoring report @ 23.02.2018 (report attached)
 - To discuss virements between cost centres to cover shortfalls of expenditure against budget. (report attached)
 - Agree a fourth authorised signatory.
- 6. Governance**
 - Internal Control Statement
 - Risk Register
- 7. Documents (to include policies, procedures and protocols)**
 - Guide to being a Mayor
 - Councilor Induction Programme
- 8. Tendering, Contracts and Agreements**
 - None due for review
- 9. Health and Safety (including risk assessments)**
 - Fire Risk Assessment of Town Hall including capacity numbers (Cllr Byles)
- 10. Grants and Donations**
 - Hartismere School – Annual Awards Sponsorship (request attached)
- 11. Reports and Updates**
 - Nothing at time of draft agenda
- 12. Correspondence and Referrals**
 - Nothing at time of draft agenda
- 13. AOB**
- 14. Date of next meeting -5th April 13:00**