

## Agenda

Finance and Governance  
Wednesday, June 8, 2016  
8:00

1. Apologies for absence
2. Minutes of previous meeting
3. Chairs Actions
  - update on recruitment process
4. Staffing
  - update on caretaker
  - vacancies
  - additional equipment/timetabling for new roles
  - appraisals
5. Finance
  - annual return
6. Governance
  - transition
  - induction/monitoring
  - foundation award
7. Documents (to include policies, procedures and protocols)
  - employment contracts
8. Tendering, Contracts and Agreements
  - grass cutting
9. Areas to monitor
  - Town Hall software transition
  - debtors
  - outstanding money from SCC
10. Reports and Updates
  - planning committee at Mid-Suffolk
11. AOB
12. Date of next meeting

