

Agenda

Finance and Governance Committee

Thursday 7th December

Eye Town Hall @ 1:00 pm

1. Apologies for absence
2. Minutes of previous meeting
3. Chairs Actions
4. Staffing
 - To receive an update on office line management
 - Discuss issue around relief caretaker
5. Finance
 - To consider and agree the proposed budget for 2018/19 as attached.
6. Governance
 - To propose paying staff Decembers wages before the next meeting.
 - Consider the Internal Audit Report for Q2
7. Documents (to include policies, procedures and protocols)
 - Policy Review List
 - Child and Vulnerable Adults Safeguarding Policy Statement
 - Lone Worker Policy
8. Tendering, Contracts and Agreements
9. Health and Safety (including risk assessments)
 - To consider the Town Hall capacity numbers
10. Grants and Donations
 - To consider any requests for donations received since the previous meeting
 - Salvation Army Band - £100
 - Border Hopper
 - Eye and District Volunteer Centre
11. Reports and Updates
 - To receive a progress report from the Project Coordinator
12. Correspondence and Referrals
13. AOB
14. Date of next meeting -4th January 13:00pm