

6th July 2022

## NOTICE OF MEETING

*The Finance and Administration Committee members are summoned to the meeting to be held on Tuesday 12<sup>th</sup> July 2022 at 7.00 pm in the Council Meeting Room. Members of the public are welcome to attend. To comment on an Agenda item please contact the RFO/Assistant Clerk by Tuesday 12<sup>th</sup> July 2022 at 9am.*

Sam Booker  
Responsible Financial Officer & Assistant Clerk

### AGENDA

*Mobile phones should be turned off for all meetings, thank you*

1. Public Questions – no longer than 15 minutes
2. Apologies for absence
3. To receive Declaration of Interests from Members in respect of any matter on the Agenda  
*The disclosure must include the nature of the interest. If an interest becomes apparent to a member during the course of a meeting that has not been disclosed under this item, the member must immediately disclose it.*
4. To confirm the Minutes of the meeting of the 31<sup>st</sup> March 2022
5. Clerk's Report\*
6. To review the spreadsheet for predicted year end taking into account known changes.
7. To review progress on updating and reviewing of staff contracts
8. Any other business
9. Any items for reporting or inclusion on future agenda
10. Date of next meeting

\* see Clerk's report

\*\* Attached papers

*Copies of meeting papers are available on request from the Council office*