



# Oundle Town Council

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**A meeting of the Town Council Finance & General Purposes and Personnel Committees will be held on Tuesday 12<sup>th</sup> September 2017 at 7.30pm in The Oundle Suite, Fletton House, Oundle.**

**Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or other special reasons. The public's exclusion from part or all of the meeting shall be by resolution which shall give the reason for their exclusion (Standing Order 3c).**

**Subject to standing order 3c above and at the discretion of the chairman of the meeting and at a convenient time in the transaction of business, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda and the chairman will adjourn the meeting for this purpose (Standing Order 3d).**

**Photographing, recording, broadcasting or transmitting the proceedings of the meeting by any means is permitted without the Council's prior consent (Standing Order 3l).**

## AGENDA

**FGP17.17. Apologies for Absence**

- 17.09.17. To receive apologies for absence.
- 17.09.17. To accept apologies for absence.

**FGP17.18. Declarations of Interests**

To receive and consider any declarations of interest from Members and Officers under Section 50 of the Local Government Act 2000 (*Standing Order 35*)  
(This requirement applies only in respect of matters, which are to be considered by the Council at this meeting.)

- FG17.10.18. To declare any Disclosable Pecuniary Interests.
- FG17.10.18. To declare any Other Interests.

**FGP17.19. Representations from Interested Parties**

A period of no longer than 10 minutes will be allocated for members of the public to address the meeting about items on this agenda **at the Chairman's discretion.**  
(*Standing Order 3d and 3e*).

**FGP17.20. Consideration of Requests from Interested Parties**

**FGP17.21. Minutes of Previous Meetings – Finance & General Purpose**

- 17.21.01. PROPOSITION: *'To approve and sign the minutes of the Finance & General Purpose and Personnel Committee meeting held on 11<sup>th</sup> July 2017 as an accurate record.'* (*Standing Order 10c*)

**FGP17.22. Financial Matters**

- 17.22.01. To receive a report from the Head of Finance on his work to verify transactions up to July 2017.
- 17.22.02. To receive the bank reconciliation, balance sheet, budget report and Hub account for July 2017.

*Please note that in view of the special and/or confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw (Standing Order 3c).*

**FGP17.23. Staffing Matters**

- 17.23.01 To consider and approve staff structure.
- 17.23.02 To consider the role of Communications and Administration Officer as a job share role.
- 17.23.03 To agree to review some staff job descriptions.
- 17.23.04 To receive the report from the review of accounting processes.

**FGP17.24. Any other business for Report only**  
None.



**Emma Baker**  
**Town Clerk**  
**7<sup>th</sup> September 2017**