



Tetbury

Town Council

To all Members of the Finance and Scrutiny Committee

You are summoned to attend the Finance & Scrutiny Committee meeting that has been arranged for **Wednesday 4th January 2017 at 6.30pm** to take place at 63 Long Street, Tetbury for the transaction of business on the following Agenda. **All Members of Public welcome.**

Natalie Haines

Chief Executive Officer to the Council
20th December 2016

AGENDA

1. **To note apologies for absence**
 2. **To allow public consultation**
Fifteen minutes for public questions or statements. Each person to state name & is allowed 3 minutes maximum. Questions may be answered briefly but not debated. Issues may be referred for subsequent response if necessary.
 3. **To receive declarations of pecuniary interest in connection with agenda items as shown & not already declared on Register of Interest forms**
 4. **Adoption of Minutes Monday 14th November 2016**
 5. **To agree recruitment process – selection panel, interview panel and selection criteria**
 6. **To review Clerk Job Description**
 7. **To note the date and time of the next F & S meeting 16th January 2017 at 7pm**
- Closed session**
8. **To agree interim cover arrangements**
 9. **To consider complaint received**

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities, Crime & Disorder, Health & Safety and Human Rights.

