



# 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 **Monday 12<sup>th</sup> September 2016 at 7:00pm** 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  
6th September 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 11<sup>th</sup> July 2016
5. Action points from those minutes and not on the agenda
6. To consider grant applications – CAB, Dolphins Hall
7. To approve payment of TTC & TIC August & September 2016 accounts & note July's & August's bank reconciliation
8. To note budget report to end August
9. To review Old Courthouse survey of works
10. To approve the Councils Grants Policy
11. To agree work required for Old Courthouse roof
12. To consider and approve tree works at Courtfield and Magdalen Road
13. To review burial regulations
14. To receive an update regarding burial ground working group
15. To consider any correspondence received to date
16. To receive brief Councillor reports
17. To suggest items for October agenda
18. To note the date and time of the next F & S meeting 10th October 2016 at 7pm
19. To review Town Project Manager job description and contract
20. To review Customer Relation Officer job description and contract
21. To review Summer Grounds person job description and contract
22. To receive an update on grievance and complaint

*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.*

