



## Stainland and District Parish Council 3rd Finance & Staffing Committee Agenda

23rd December 2019

Notice is hereby given that the 3rd meeting of Stainland & District Parish Council Finance & Staffing Committee will be held in Stainland Library on Monday 6<sup>th</sup> January 2020 at 7.30 pm for the purpose of transacting the following business.

Members of the public and press are invited to attend and may address members of the Council, during the item set aside for public participation

J Goldthorpe (Clerk)

	Item
19.FS3.1	Apologies and Reasons for Absence and Lateness  To receive apologies and approve any reasons for absence presented to the Council.
19.FS3.2	To receive Parish Councillors' declarations of interest.
19.FS3.3	Public Participation Session
19.FS3.4	To accept the minutes of the 1 <sup>st</sup> Finance & Staffing Committee meeting of Stainland and District Parish Council held on Tuesday 19 <sup>th</sup> November 2019 a) for the Chair to sign & date the previous minutes.  To accept the minutes of the 2nd Finance & Staffing Committee meeting of Stainland and District Parish Council held on Wednesday 18 <sup>th</sup> December 2019 for the Chair to sign & date the previous minutes.
19.FS3.5	To consider and make recommendations on the draft revenue budget & the level of precept.
19.FS3.6	To recommend the limit for overall project expenditure.
19.FS3.7	To agree the job specification for the clerk / Responsible Financial Officer
19.FS3.8	To agree the job specification for the Environmental Warden
19.FS3.9	To agree the wording for the job advert for the clerk / Responsible Financial Officer
19.FS3.10	To agree the wording for the job advert for the Environmental Warden
19.FS3.11	To discuss staff appraisals
19.FS3.12	To agree agenda items for the next meeting
19.FS3.13	To agree a date and time for the next meeting