

## **South Willesborough and Newtown Community Council**

**I hereby give you notice that a meeting of the Finance and General Purposes Committee will be held on Tuesday 23<sup>rd</sup> January 2024 November at Salvation Army Hall, Cudworth Road Ashford KENT, at 7.00pm**

**All members of the Council are summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below**

*Sarah Evans*  
Community Council Manager  
18<sup>th</sup> January 2023

### **AGENDA**

- 01/24 To elect a Chair and Vice Chair for the Committee**
- 02/24 Record attendance and list apologies for absence.**
- 03/24 Declarations of pecuniary, other significant or voluntary interest.**
- 04/24 To agree the Minutes of the meeting of 28<sup>th</sup> November 2023 and sign (attached).**
- 05/24 To review the budget performance to date, bank reconciliation and recommended bank transfers and agree actions.**
- 06/24 To review signatories for the Council Accounts and Multipay Card and agree**
- 07/24 To agree the payments listing (attached), new beneficiaries, endorse any payments agreed by email and any deposit key refunds required.**
- 08/24 To receive the Scribe end of year health check and agree actions**
- 09/24 To review Quotations for Health and Safety and Human Resources Services for 2024 2025 and agree**
- 10/24 To consider a draft lone worker policy for recommendation to Council and agree**
- 11/24 To consider a draft risk assessment for the D DAY Beacon lighting and agree actions**
- 12/24 To consider the requirements for a Contingency Plan for the Community Council Manager role and agree actions**
- 13/24 To consider an update on grant requests and agree**
- 14/24 To agree the date of the next meeting as 20<sup>th</sup> February 2024 and items to be included on the agenda**