

**ASTON CLINTON PARISH COUNCIL**  
**ASTON CLINTON PARISH MEETING ROOM, LONDON ROAD, ASTON**  
**CLINTON.**

 **01296 631269**

 **parishcouncil@astonclinton.org**

You are hereby summoned to attend a Meeting of the Finance and Staffing Committee on  
Tuesday 1<sup>st</sup> October 2019 at 7.00pm in the Parish Council Meeting Room.

**AGENDA**

It will be RESOLVED that due to the confidential nature of the business to be transacted, the press and public will be excluded from this meeting, under the Public Bodies (Admission to Meetings) Act 1960, for item 19.104 of the agenda.

**19.97 Apologies**

**19.98 Minutes** - To approve the minutes of the last meeting

**19.99 Declarations of Interest**

**19.100 Public Participation**

**19.101 Financial Situation Reports**

- i. Reconciliations
- ii. Month-end report and budget status September 2019
- iii. Community Centre - review of invoices
- iv. Payments to be agreed

**MOTION:** to recommend payment of invoices.

**19.102 Registers**

- i. Risk register – review and recommendation

**MOTION:** To agree drafted amendments

- ii. Asset register – Quarterly review and recommendations

**19.103 Audit & Annual Governance & Accountability Return 2019/20**

- i. **Appointment of Internal Auditors**

**MOTION:** to recommend appointment of internal auditors

- ii. **Notice of conclusion of audit**
- iii. **External Auditors Report**

**19.104 Staffing Sub-Committee**

- i. Park Keeper

**MOTION:** to ratify the decision of the Finance and Staff Committee for rate of pay and type of employment

- ii. Temporary member of staff contract

**MOTION:** to approve extension to temporary member of staff contract

**19.105 Date of next meeting**

Elaine Barry  
Parish Clerk  
26/09/19

**THE PUBLIC ARE WELCOME TO ATTEND ALL MEETINGS**