



WOTTON-UNDER-EDGE TOWN COUNCIL

Councillors,

You are summoned to a meeting of the **FINANCE & SPECIAL PURPOSES COMMITTEE** on 27th September 2017 at 1pm in the Committee Room at the Civic Centre.

Sue Bailey, Town Clerk
19th September 2017

AGENDA

1. **Apologies for Absence**
2. **Declarations of Interest.**
3. **To approve Minutes** of Finance & Special Purposes Committee of January 2017
4. **To note report from SDC Monitoring Officer regarding Code of Conduct breaches** for 2 town councillors & consider suggestions in the report for improving Town Council procedures.*
5. **Renewal of various Policies /Procedures & previous review date**

a) Health & Safety Policy	May 15*
b) Code of Conduct	Dec 16*
c) Standing Orders (sect 1-debates)	Feb 17*
d) Action Plan 17/18	yearly*
6. **Staffing Matters:**

To enter closed session due to confidential nature of staffing matters

 - a) To report on Buildings Manager absence
 - b) To note that caretaker duties of locking/unlocking Old Town toilets have been transferred to the external cleaning contract due to employment legislation.

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 (race, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health & Safety and Human Rights.

Clerk to the Council: Ms Sue Bailey Council Offices, Civic Centre, 2 Gloucester Street, Wotton-under-Edge, GL12 7DN

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Wotton-under-edge Town Trust Reg Charity No.203466