

# WOBURN SANDS TOWN COUNCIL

Memorial Hall, 4 High Street, Woburn Sands, Milton Keynes, MK17 8RH

Telephone: 01908 585368 (24 hrs.) Fax: 01908 585239

e-mail: [a.jordan@wstc.org.uk](mailto:a.jordan@wstc.org.uk)

[www.woburnsands.org.uk](http://www.woburnsands.org.uk)

Members of Woburn Sands Town Council Communications Committee are hereby summoned to attend the **Meeting of the Finance Committee** on **Monday 29<sup>th</sup> July 2024 at 6.30pm in the Committee Room, Memorial Hall.**

Members of the public are welcome to attend.

## AGENDA

<b>1/24</b>	Elect chair for the Finance Committee:
<b>2/24</b>	Present:
<b>3/24</b>	Apologies:
<b>4/24</b>	Agree minutes from last meeting:
<b>5/24</b>	Review terms and references:
<b>6/24</b>	New Financial Regulations: to be considered, any amendments suggested ready to go to full council for approval
<b>7/24</b>	Staff issues: <ul style="list-style-type: none"><li>a. Working out holiday pay for Finance Admin post</li><li>b. Feedback: Caretaker end of three month probation appraisal 02/07/24</li><li>c. Finance Admin three month probation appraisal – early August</li><li>d. Other staff annual appraisals – late August</li><li>e. New Weekend Caretaker</li></ul>
<b>8/24</b>	Budget update:
<b>9/24</b>	Update on bank accounts: <ul style="list-style-type: none"><li>• Signatories</li><li>• Fees</li></ul>
<b>10/24</b>	Date of next meeting:

Signed: 

Date: 23/07/2024