

# 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 21<sup>st</sup> October 2024 at 6.30pm in the Committee Room, Memorial Hall.**

Members of the public are welcome to attend.

## DRAFT MINUTES

<b>11/24</b>	Present: Cllrs T Sutton, G Smitham, R Allan, A Poppleton	
<b>12/24</b>	Apologies:	
<b>13/24</b>	Agree minutes from last meeting:	
<b>14/24</b>	Staffing / HR Committee: this was a sub-committee of the Finance Committee, to agree if this will be set up again under the Finance Committee. Recommend having a separate committee for HR. Cllr A Poppleton offered to draft a Terms of Ref.	Cllr A Poppleton to draft terms of reference for HR committee
<b>15/24</b>	Budget update and setting for 24-25: <ul style="list-style-type: none"><li>• Halls budget: not approved, more information needed including fee increases. Year to date information requested.</li><li>• Environment budget: Added £2,000 to GM to counter lack of pesticide.</li><li>• Admin budget: recommend rewrite application for grant form. Look at Hogsty and Newsletter. Find another printer and use Hogsty delivery. Consider smaller Newsletter and larger Hogsty. Add £2,500 for new laptops. Redesign website £2,500. Look at renewing/research phone / broadband contract.</li><li>• Staff salaries: to be confirmed when annual increases announced.</li></ul>	
<b>16/24</b>	Update on bank accounts: <ul style="list-style-type: none"><li>a. J Green removed – signed by A Jordan and T Sutton</li><li>b. Cllr A Poppleton. Still considering</li></ul>	a. AGREED
<b>17/24</b>	Date of next meeting:	

Meeting ended: 21.35

Signed:

Date: