


7<sup>th</sup> June 2024

Dear Councillors,

You are hereby summoned to attend a **Meeting of the Finance Committee of Caldicot Town Council in Caldicot Room Suite 3, Castlegate Business Park** to be held upon the rise of the Extraordinary Town Council meeting on **Wednesday 12<sup>th</sup> June 2024.**

Yours sincerely,



Anne Wilson  
Locum Town Clerk to the Council

## **Agenda**

### **1. Welcome**

The Chair will welcome everyone to the meeting.

### **2. Apologies for Absence**

Members are asked to receive apologies of absence for this meeting.

### **3. Declarations of Interest**

Members are asked to receive Declarations of Personal or Prejudicial Interests declared by Members on items under consideration on this agenda.

### **4. Public Question Time and Participation**

Members of the public are advised that they are welcome to ask questions about items on the agenda. It is not always possible to give a verbal response at the meeting and questions may receive a written response. No resolution can be made under this item.

Questions should relate to matters of Town Council policy or practice and not relate to the individual affairs of either the questioner or any other named person.

## 5. Terms of Reference

Members are asked to consider the draft Terms of Reference for the Finance Committee for recommendation to Full Council.

Copy attached Appendix A

## 6. Wages Signing

Members are asked to consider the attached report and agree a way forward.

Copy attached Appendix B

## 7. Scrutiny by Members

Members are asked to consider the attached report and agree a way forward.

Copy attached Appendix C

## 8. Date of Next Meeting

Members are asked to note that the next meeting of Full Town Council is scheduled to be held on Wednesday 31<sup>st</sup> July 2024.

## 9. EXCLUSION OF PUBLIC AND PRESS

**RECOMMENDED** That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw, due to the nature of the business about to be transacted which is considered to be prejudicial to the public interest.

### **COMMITTEE IN PRIVATE SESSION**

## 10. Debtors

Members are asked to note and consider the attached list of Debtors and agree if any action needs to be taken.

Copy attached Appendix D