

CLAYTON-LE-WOODS PARISH COUNCIL

**FINANCE STAFFING AND BUILDINGS COMMITTEE MEETING
ON THURSDAY 9TH SEPTEMBER 2021 AT 7.00PM
VIA ZOOM**

AGENDA

- 1. TO APPOINT A CHAIRMAN**
- 2. APOLOGIES**
- 3. DECLARATION OF INTEREST**
- 4. TO APPROVE THE MINUTES OF THE MEETING HELD ON 10TH FEBRUARY 2021**
- 5. MATTERS ARISING**
- 6. ANNUAL REVIEW OF TERMS OF REFERENCE**
- 7. FLOWERBED CLAYTON BROOK VILLAGE HALL (£450.00)**
- 8. UPDATE ON CUNNERY MEADOW MUGA LIGHTING/ FOOTPATH LIGHTS**
- 9. NEW OFFICE**
 - Heads Of Terms
 - Financial Arrangements (Rates, Outstanding Debt, Moving/Installation Costs, Inventory, Maintenance)
- 10. LENGTHSMEN REVIEW OF WORKING PRACTICES AND HOURS**
- 11. BANK RECONCILIATION TO 31ST JULY 2021**
Scribe Reports Review
- 12. BUDGET PREPARATION FOR 2022/23**
- 13. DATE OF NEXT MEETING**
The proposed date for the next FSB committee meeting is to be arranged.