

CLAYTON-LE-WOODS PARISH COUNCIL

**FINANCE STAFFING AND BUILDINGS COMMITTEE MEETING
MONDAY 24TH SEPTEMBER 2018 AT 7.30PM
AT CHORLEY BUSINESS CENTRE, EUXTON**

AGENDA

- 1. ELECTION OF CHAIRMAN**
- 2. APOLOGIES**
- 3. DECLARATION OF INTEREST**
- 4. ANNUAL REVIEW OF TERMS OF REFERENCE**
- 5. TO APPROVE THE MINUTES OF THE MEETING HELD ON 8th JANUARY 2018**
- 6. MATTERS ARISING**
- 7. CHRISTMAS TREE PURCHASE**
Cost increase due to adverse weather up to £750 (£1000 agreed)
- 8. UPDATE ON ACCOUNTS**
Bank Reconciliation
CIL Update
- 9. STAFFING REVIEW**
Project officer 6 month review
- 10. CONFIDENTIALITY**
- 11. DATE OF NEXT MEETING**
The proposed date for the next FSB committee meeting is to be arranged.