

**To all members of the Finance and Staffing Committee**

**Notice is hereby given and you are summoned to attend a meeting of the Finance and Staffing Committee on 1<sup>st</sup> June 2016 at the John Heggadon meeting room, Shinfield Parish Hall commencing 19.30 hrs.**

Mrs S E Roberts, Clerk  
25 May 2016

Members: Cllrs I Clarke, A Grimes, C Hughes, I Montgomery, D Peer, and R Pike

**Agenda**

- 1. Appointment of Chairman**  
To appoint the Chairman for the committee
- 2. Election of Vice-Chairman**  
To receive nominations and elect a Vice-Chairman for the committee
- 3. Public questions**  
To receive and consider public questions and comment.
- 4. Apologies and declarations of members' interests**
  - 4.1 To receive and consider approval of apologies for absence;
  - 4.2 To receive members' declarations of interest.
- 5. Minutes of the previous meeting**
  - 5.1 To approve the minutes of 27 April 2016 as a correct record of the meeting (attached);
  - 5.2 To consider matters arising from the minutes.
- 6. Dissolution of Committee and new Standing Committees**
  - 6.1 To recommend to full Council that the Finance and Staffing Committee is dissolved
  - 6.2 To recommend to full Council that 2 new standing committees are established with the following terms of reference:
    - Finance and General Purposes Committee (draft Terms of Reference attached);
    - Staffing Committee (draft Terms of Reference attached)
- 7. Standing Orders and Financial Regulations**
  - 7.1 To recommend to full Council the updated Standing Orders for 2016 (attached)
  - 7.2 To recommend to full Council the updated Financial Regulations for 2016 (attached)
- 8. 2016-17 priorities**  
To consider priorities for 2016-17
- 9. Correspondence**  
To receive correspondence items