



# CONINGSBY TOWN COUNCIL

**Integrity, Objectivity, Accountability, Openness, Honesty, Leadership**

**Thursday 13<sup>th</sup> June 2024**

You are hereby summoned to a meeting of The HR & Finance Committee to be held in

Allan Barker Meeting Room LN4 4RA 7pm

Date of announcement 31<sup>th</sup> May 2024

## Meeting Agenda

1. **To receive and accept apologies** where valid reasons for absence have been given to the Town Clerk prior to the meeting.
2. **To receive declarations of interest** under the Localism Act 2011 – being any pecuniary interest in agenda items not previously recorded on Members' Register of Interests and any written requests for dispensation.
3. To discuss the use of the job cards introduced including the effectiveness/usefulness of the records.
4. Review of contracts has been carried out and all are up to date. Clerk K Roberts contract has been updated to the latest NALC model in line with regulations.
5. To discuss points for review of employee appointed February 2024
6. To review spending to date against budget expectations.
7. To prepare statements for all above to present to Council for approval.
8. Next meeting of HR and Finance 14<sup>th</sup> November – new committee elected in September

Signed Clerk K Roberts

*K. Roberts*