

WOBURN SANDS TOWN COUNCIL

Memorial Hall, 4 High Street, Woburn Sands, Milton Keynes, MK17 8RH

Telephone: 01908 585368 (24 hrs.) Fax: 01908 585239

e-mail: a.jordan@wstc.org.uk

www.woburnsands.org.uk

Members of Woburn Sands Town Council Communications Committee are hereby summoned to attend the **Meeting of the Finance Committee** on **Thursday 27th June at 6.30pm in the Committee Room, Memorial Hall.**

Members of the public are welcome to attend.

AGENDA

20/23	Elect chair for the Finance Committee:
21/23	Present:
22/23	Apologies:
23/23	Agree minutes from last meeting:
24/23	Review terms and references:
25/23	Staff issues: <ul style="list-style-type: none">a. Holiday pay for Finance Admin postb. Caretaker end of three month probation appraisal 02/07/24c. Finance Admin three month probation appraisal – early Augustd. Other staff annual appraisals – late August
26/23	Budget update:
27/23	Update on bank accounts for information: <ul style="list-style-type: none">• Signatories• Fees
28/23	Date of next meeting:

Signed: 

Date: 21/06/2024