

# WOBURN SANDS TOWN COUNCIL

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Members of Woburn Sands Town Council Communications Committee are hereby summoned to attend the **Meeting of the Finance Committee** on **Tuesday 3<sup>rd</sup> October at 5.30pm in the Committee Room, Memorial Hall.**

Members of the public are welcome to attend.

## MINUTES

		Actions
<b>8/23</b>	Present: Cllrs J Green, T Sutton, S Green, G Jones, Clerk A Jordan	
<b>9/23</b>	Elect a Chairperson: Cllr T Sutton proposed by J Green and seconded by S Green	
<b>10/23</b>	Apologies: none	
<b>11/23</b>	Agree Terms of Reference: resolve to approve	<b>APPROVED</b>
<b>12/23</b>	Consider staff salaries (confidential item): discussed the caretaker role, job description and how to advertise. AGREED to advertise the Caretaker post to say the amount on offer and at flexible hours, then tailor a job to suit a successful applicant.	<b>AGREED</b>
<b>13/23</b>	Budget to date: The Scribe budget report was not as clear as liked, Cllr Sutton and the Clerk/RFO to look at the way the report can be presented The budget amounts in Scribe need updating Consider asking a surveyor to look at all our buildings to help plan ahead for maintenance Cllr G Jones would like to have a longer term budget plan	
<b>14/23</b>	Consider staff salaries (confidential item - the Clerk was asked to leave, 18.40):	See minutes taken by Councillors
<b>15/23</b>	Date of next meeting:	

Meeting ended:

Signed:

Date: