



Malvern Wells Parish Council

www.malvernwells-pc.gov.uk

David Taverner MAAT Dip BA
Clerk and Responsible Finance Officer
Parish Office
1 Dockeray Avenue
Lyppard Habington, Worcester
WR4 0RX
<mailto:clerk@malvernwells-pc.gov.uk>

To: **All Members of the Finance & General Purposes Committee**
Cllrs Bradshaw, Burrage, Hull, Johnson, Knibb, Victory & Wagstaff

Dear Councillor,

Notice is hereby given that a meeting of the **Finance & General Purposes Committee** of the Parish Council will be held in **The Committee Room of the Village Hall, Wells Road on Wednesday 25th April 2012** commencing at **7.30pm** when the schedule of business set out below will be transacted.

David Taverner
Clerk and Responsible Finance Officer

Agenda

- 1 **Apologies**
 - 2 **To Record a) Declarations of Interest** for the Meeting (Personal & Prejudicial) and
b) **Any Changes to be Notified to the Register of Interests and Gifts & Hospitality**
 - 3 **Minutes of the Meeting** held on 19th January, 2012 to be confirmed and signed
 - 4 **Matters Arising** from the Minutes
 - 5 **To Consider & Accept:** a) The Bank Reconciliation to 31st, March, 2012
b) The Draft Final Accounts report 2011/12
c) The Draft annual return and governance statement
c) Investment and reserves policies
 - 6 **To consider tenders received** for the 2012/13-2014/15 grass cutting contract
 - 7 **Internal Audit** – to consider the new appointment of the Council's Internal auditor
- At this stage of the agenda, pursuant to section 1(2) of the Public Bodies (Admission to meetings) Act 1960, the Committee is asked to consider the exclusion of the public and press so that a confidential item to be discussed. The reason being the consideration of staff contracts.*
- 8 **To consider the annual performance reviews** in respect of the Council's outdoor contactors and to set the level of their remuneration for 2012/13.

The Press and Public are cordially invited to attend