



BARGOED TOWN COUNCIL

Mrs Helen Williams
Town Clerk
The Town Hall
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To the Mayor and Members of
Bargoed Town Council.

7th November 2019

Dear Councillor,

You are summoned to attend a Meeting of BARGOED TOWN COUNCIL Policy and Resources Committee that will be held at **5.30pm on Thursday 14th November 2019** at the Town Hall.

The business to be transacted is as set out below:

Yours faithfully,

H S Williams

Helen Williams
Clerk to the Council

Bargoed Town Council Policy and Resources Committee
Thursday 14th November 2019

AGENDA

1 Apologies for Absence

Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Clerk.

2. Declaration of interests or dispensations on any item(s) on this Agenda, if appropriate.

Councillors and Officers are reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on this agenda in accordance with the Local Government Act 2000, and the Code of Conduct for both Councillors and Clerk.

- 3. To receive a report on quarter two internal financial scrutiny and conduct a budget review at the end of quarter two.**
- 4. To consider and adopt a statement of Internal Financial Controls.**
- 5. To consider the Draft Action Plan and consider its budget implications.**
- 6. To establish a working group to review Information Management and Document Retention arrangements.**
- 7. Items from the Clerk:**
 - 7.1 To authorise the Clerk's Registration on CiLCA (expenditure and initial portfolio training to be authorised by Members)**
 - 7.2 To consider the Clerk's annual leave request.**
 - 7.3 To discuss consultations and provide the clerk with guidance.**

Date of next meeting 12th December 2019