

Banbury Town Council

Mark Hassall ACMA, MA
Town Clerk & RFO



The Town Hall
Bridge Street
Banbury
OX16 5QB

Tel: 01295 250340
Fax: 01295 250820

Our Ref: A03092024
Your Ref:
Please ask for: Mark Hassall
Email: Mark.Hassall@banbury.gov.uk

Date: 27 August 2024

To: All Members of the Resources Committee.

You are hereby summoned to attend a Meeting of the **RESOURCES COMMITTEE** to be held in the TOWN HALL, BRIDGE STREET, BANBURY on **TUESDAY, 03 September 2024 at 6.30pm**, for the transaction of the following business.

A handwritten signature in black ink, appearing to be 'Mark Hassall'.

Mark Hassall
Town Clerk & RFO

BUSINESS TO BE TRANSACTED

- 1. Apologies for absence**
Contact Mark Hassall (01295 250340).
- 2. Declarations of Interest**
Members are asked to declare any interests in items on the agenda, **and the nature of that interest**, in accordance with the Local Government Act 2000, the Banbury Town Council Code of Conduct and Section 106 of the Local Government Finance Act 1992 (Please refer to the notes at the end of Agenda).
- 3. Minutes of Last Meeting**
To approve as correct the Minutes of the Meeting held on 11 June 2024 (Enclosed).
- 4. Income & Expenditure Monitoring Report**
To consider the report of the Town Clerk & RFO. **(Enclosure 4)**
- 5. Staff Handbook & Policy Changes Update**
To consider the report of the Town Clerk. **(Enclosure 5)**

Notes on declaration of interest

- (i) Any Member arriving after the start of the meeting is asked to declare any disclosable pecuniary interests as necessary as soon as practicable after their arrival even if the item in question has been considered;*
- (ii) In such circumstances, the Member must withdraw from the meeting room, and should inform the Chairman accordingly.*

It is not practical to offer detailed advice during the meeting.

Recording of Meeting

- (i) Please be aware that an audio recording of the meeting may be made, as an aide-memoire for the purposes of the Clerk to ensure minutes reflect the overall tone and content of meetings, and will be deleted following the first draft approval of minutes by the Chair.*