**Finance and Office Committee**

**Tuesday 20 April 2021**

**(via Zoom)**

**6.30 pm - 7.25 pm**

**Agenda**

1. To note apologies
2. To declare interest in items on the agenda
3. To allow dispensations requests
4. To take comment from the public
5. To agree the minutes of 16 March 2021
6. To raise matters arising from 16 March 2021
7. To make recommendation re Internal Audit Report
8. To make recommendation re Telephone and Broadband payments
9. To make recommendation re Coleford Town Council Direct Debits
10. To make recommendation re grant request from Bale Memorial Trust
11. To make recommendation re Coleford Town Council appraisal process
12. To make recommendation re Petty Cash payments
13. To make recommendation re Budget allocation for Angel Vale Tree Works
14. To make recommendation re Gloucestershire Highways License for planting on Highway verges
15. To consider any staffing matters

**All Council Meetings are Open to the Public**

**If you wish to take part in this meeting please contact the**

**Town Council for the access codes on** **ctcoffice@colefordtowncouncil.gov.uk** **or 01594 832103**

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