



Serving the communities of Giltbrook, Greasley, Moorgreen, Newthorpe & Watnall

Dear Councillor,

NOTICE OF MEETING

You are hereby requested to attend a meeting of the Finance & General Purposes Committee to be held in the Committee Room, Parish Hall, Dovecote Road, Newthorpe on Monday, 22nd July, 2013 at the conclusion of the Environment Committee (approx 7.45pm) to consider the following matters:

- 1) Declarations of interest.
- 2) Apologies for absence.
- 3) To receive minutes of meeting 24th June, 2013.
- 4) To receive revised job description for Financial Secretary.
- 5) To receive Employee Handbook.
- 6) Development Programme progress.
- 7) To receive draft contracts (SMTs) and Staff Appraisal Scheme.

8) **EXCLUSION OF PUBLIC & PRESS.** The Committee is asked to RESOLVE that, under Section 100A of the Local Government Act, 1972, the public and press be excluded from the meeting for the following item of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 1 of Schedule 12A of the Act.

- 9) To receive report of Internal Auditor.

Yours faithfully,
Andrew Marshall

Clerk.

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