

PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

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16th April 2019

Dear Councillor,

You are summonsed to attend an Extraordinary meeting of the Town Council to be held on Thursday 25th April 2019 at 7.30p.m. at Callicroft House, Rodway Road, Patchway. The agenda is provided below.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'S. G. G. G.', is written over a light grey rectangular background.

Town Clerk

AGENDA

7.30pm Private and Confidential – To Be Held in Closed Session Relating to Staff & Legal Matters-Items 1-2

Open Session commences at 8.30pm

3. Welcome to any guests and members of the public, ensure visitors book has been completed and advice provided on fire exits and mustering location.
4. Apologies for absence
5. Declarations of Interest
6. Review of Financial Governance
 - a) Annual Governance statement
 - b) Review and agree risk assessment
7. Consider and agree the following policies
 - a) Absence/Attendance Policy
 - b) Use of Council equipment
 - c) Home working policy
 - d) Time in lieu policy
 - e) Bereavement leave allowance
8. To note that the next meeting will be held on Tuesday 14th May 2019.