



CYNGOR TREF PEN-BRE A PHORTH TYWYN PEMBREY AND BURRY PORT TOWN COUNCIL

6th April 2021

Dear Member

You are hereby summoned to attend a meeting of the **Finance, Governance and Personnel Committee** which will be held via Zoom at **2pm Tuesday 13th April 2021** for the transaction of the following business:

1. To receive apologies for absence.
2. To receive members' declarations of interest.
3. To confirm the minutes of the Finance, Governance and Personnel meetings held on Tuesday 9th March 2021 (**copy enclosed**).
4. To consider any matters arising from the minutes.
5. Consideration of budget monitoring report (**copy enclosed**)
6. Update on asset transfers.
7. Update on working arrangements.
8. Update on risk assessment.
9. Update on appraisal process.
10. Update on pay progression.
11. Update on Annual Register of Interests.
12. Consideration of Terms of Reference prior to Annual Meeting (**copy enclosed**).
13. Consideration of meeting schedule.
14. Any referred matters from other Committees.
15. Any other urgent matters at the discretion of the Chair.

In camera - That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press be excluded from the meeting during consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Neuadd Goffa, Stryd Parc-y-Minos, Porth Tywyn, Sir Gaerfyrddin, Cymru SA16 0BN
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16. To consider schedule of accounts (**copy enclosed**).
17. Consideration of outstanding invoices.
18. Update on staffing issues.

Yours faithfully

Huw Thomas
Town Clerk/Proper Officer

Distribution: **Councillors Linda Edwards, Peter Freeman, John Hedley Jones, David Owens, Andrew Phillips, Hugh Shepardson, Bob Walpole**