

SANDBACH TOWN COUNCIL

Finance Committee

Agenda for the meeting to be held on Thursday, 17 January 2008 at 7.15 pm at the Sandbach Literary Institution, Hightown.

1. APOLOGIES FOR ABSENCE

The Chairman of the meeting will adjourn the meeting to allow questions from members of the public.

After the questions the Chairman will reconvene the Meeting.

2. FINANCIAL STATEMENT – THIRD QUARTER 2007/8

Presentation of the third quarter results.

3. PAYMENTS FOR APPROVAL

There are no payments for approval.

4. LETTERS OF THANKS

4.1 Sandbach Community Pride

4.2 Sandbach and District Talking Newspaper

5. APPLICATIONS FOR DONATIONS

5.1 St. Mary's Church, Sandbach

They request £7,500 for repairs to the Chancel roof.

6. ADMINISTRATIVE OFFICER

6.1 Creation of Position

To agree the creation of the position of Part-time Administrative Officer, subject to the approval of Sandbach Town Council.

Please refer to attached paper and draft documentation.

6.2 Hours and Salary

To agree the required number of hours and salary for the position of Administrative Officer, subject to the approval of Sandbach Town Council.

6.3 Advertising

To approve the advertising of the post and agree funding, subject to the approval of items 7.1 and 7.2 above.

7. CHAIRMAN'S ENTERTAINMENT ALLOWANCE

To clarify 2007/08 expenditure against the Chairman's Entertainment Allowance.

8. SLI – EX-LEARN DIRECT ROOM

To approve the availability of funds in support of the SLI Working Group's proposals to lease the ex-Learn Direct Room.

9. OFFICE EQUIPMENT

9.1 Photocopier

To approve the rental/purchase of a photocopier. Detailed information to be tabled at the meeting.

9.2 Computer Server

To approve the purchase and installation of a computer server and associated software. Detailed information to be tabled at the meeting.

10. CORRESPONDENCE

There is none.

11. DATE, TIME AND PLACE OF NEXT MEETING

The date of the next Finance Committee Meeting is scheduled for Thursday 17 April 2008 at 7.15 pm in the Sandbach Literary Institution, Hightown, Sandbach.