



2 October 2026

Dear Member

You are summoned to attend a hybrid meeting of the Personnel, Policy, and Finance (PPF) Committee to be held at the Old Wool Market on Wednesday 7 October 2026 at 6.00pm for the transaction of the business set out in the agenda. Members will be sent a link if they wish to attend remotely. Members of the public may request attendance at the meeting via email at which time a link to join the meeting remotely, should they wish, will be sent to them.

Yours faithfully

Vanessa Lewis Camacho
Town Clerk and Financial Officer

1. Apologies for absence
2. Declarations of Interest - To receive any declarations as they arise. Members are requested to identify the nature of the interest and indicate whether it is personal or prejudicial
3. Approval and updates on the minutes of the PPF meeting held on 10 September 2026 and any PPF Committee-related items discussed, and decisions made at Full Council meeting held on 17 September 2026, respectively
4. **Finance**
 - 4.1 Review Bank Reconciliation, Income and Expenditure and YTD Budget Comparison to include 30 September 2026
 - 4.2 Consider funding application(s) received
 - 4.3 Review of 2027-28 Budget Items
5. **Policy**
 - 5.1 Decision to close Allstar Fuel Card account
6. **Personnel**
 - 6.1 Consider Town/Mayor Crier arrangements
 - 6.2 Note Training Plan (Staff & Councillors) update as at 30 September 2026
 - 6.3 Confirm Christmas office opening hours / staff annual leave
 - 6.4 Clerk general update
7. Consider any Item(s) submitted to Clerk for next agenda.
8. Date of next scheduled meeting
 - 8.1 Thursday 12 November 2026 - 6pm at Old Wool Market