

**Elloughton cum Brough
Town Council**
60 Welton Road, Brough, HU15 1BH
Write to: PO Box 124, Brough, HU15 1YH
Telephone: 01482 665600
Website: elloughtonbrough-tc.gov.uk



19 February 2020

Dear Councillor,

RE: Finance and Strategic Planning Committee

You are hereby summoned to attend an Administration and Finance Committee meeting to be held on **Monday 24 February 2020**, commencing at **5pm**, in the **Committee Room (60 Welton Road)**.

The agenda for the meeting is set out below.

Philippa Beverley
Acting Deputy Clerk

AGENDA

1. **To accept apologies**
2. **To accept declarations of interests relating to items on the agenda.**
3. **To confirm as a correct record the Minutes of a meeting held on 25th November 2019.**
4. **Committee to note and consider the budget monitoring report for the third quarter of the financial year.**
5. **Committee to note that due to the change in auditor there is no third quarter audit to review. Newly appointed auditor has been to the office to start checks for the end of year audit.**
6. **Committee to consider the purchase of laptops to allow office staff the ability to work from home if workload demands.**
7. **To note the date and time of the next ordinary meeting as Monday 27th April 2020 at 5pm in the Committee Room, Town Council Office, 60 Welton Road.**