

KNARESBOROUGH TOWN COUNCIL (KTC)

A Pulman (Acting)
Clerk of the Council

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13 March 2018

To: **The Members of Office Services Committee** - Councillors D Goode, H Lyon,
J Monaghan, D Bulmer, Bill Rigby, A Willoughby and C Willoughby

Dear Councillors:

I hereby summon you to the following meeting of **KNARESBOROUGH TOWN COUNCIL**
(Office Services Committee) to be held at Knareborough House, Knareborough on:

MONDAY 19 March 2018

7.30pm in the Council Chamber

Please see the Agenda for the meeting below:

Yours faithfully

Angela Pulman

A Pulman
Acting Clerk of the Council

Note: Members are reminded of the need to consider whether they have any pecuniary or non-pecuniary interests to declare on any item on this agenda. Queries should be addressed to the Monitoring Officer Ms Jennifer Norton 01423 556036 Harrogate Borough Council.

OFFICE SERVICES COMMITTEE AGENDA – MONDAY 19 March 2018

1. To receive **Apologies** for inability to attend the meeting.
2. To request any **disclosure of an interest** in relation to any matter under consideration at this meeting (financial or otherwise) and to consider any written requests for **dispensation**.
3. **KTC Public Speaking Session** – none to date.
4. To **consider**, and if thought fit, **approve** as a correct record, **the minutes** of the meetings held on:
 - 4.1 Monday 15 January 2018 (*ca*)
 - 4.2 Monday 22 January 2018 (Extraordinary Meeting) (*ca*)
5. To **consider** the Internet Banking Policy and make a recommendation to Council (*ca*)
6. Verbal update from the Acting Clerk regarding office running/staffing, including lieu hours.

Note: Members of the public and press are invited to attend the meeting as observers. Only Town Councillors are entitled to vote at the meetings. A list of Councillors is available on the Council's website, and notice board at Knaresborough House. The Agenda papers may be examined and purchased at the Town Clerk's office, Knaresborough House, Knaresborough (Monday – Friday 9 a.m – 12.30 p.m.)

A copy of the agenda in larger print is available on request.

Please contact the Clerk's office during office hours (Monday–Friday 9am–12.30pm) if you have any queries or need further information on this agenda (details above)

Following the Local Government Audit and Accountability Act 2014 the right to record, film and to broadcast meetings of the Council, Committees and Sub Committees is established but anyone wishing to do so should advise the Clerk or Chair of the Council to ensure compliance with KTC's adopted policy to effectively and lawfully manage this activity.

Emergency Procedures for Meetings – Fire

Details on fire evacuation procedures are displayed in the Council Chamber. Members and visitors are requested to familiarise themselves with these procedures and the location of fire exits, throughout the building.