



NOTICE OF MEETING FOR FINANCE & STAFFING COMMITTEE

The Finance and Staffing Committee will meet
on **TUESDAY 8th DECEMBER 2015 at 7.30pm**
at Catshill Village Hall, Golden Cross Lane, Catshill B61 0JZ

Committee members are summoned to attend this meeting.

The meeting is open to the public and the press, who are welcome to attend and raise questions or comment on agenda items during Public Question Time

AGENDA

1. **Apologies for absence**
2. **Declarations of Interest (Members' Code of Conduct)**
Committee members are expected to declare the interest if an agenda item relates to their entry on the Members' Register of Interests, and to declare any Other Disclosable Interests if pertinent to items on this agenda. In the event of a Disclosable Interest members are required to leave the meeting during discussion of that item unless granted dispensation to do otherwise.
Members are requested to note the need to keep the register for the Declaration of Interests up to date.
3. **To consider members' written requests for dispensation** - such requests must be submitted in writing before the start of the meeting.
4. **Adjournment of meeting for Public Question Time**
Members of the public are invited to speak on any agenda item. Time allowed up to 5 mins
5. **The meeting will re-open to consider the business listed below;** at any point in the meeting the committee may resolve to exclude the public on the grounds that the business to be transacted may relate to confidential matters which the council is obliged to consider privately as an employer or as a Data Controller.
6. **To reconvene to consider approval of minutes of meeting held 08/10/15**
7. **To consider the employment of a part time Clerical Assistant** (supporting documents circulated via email and hard copy)
It is suggested that a part time Clerical Assistant be employed to assist with administration, in particular all aspects of Planning.
8. **Review of policies to include:** (documents circulated via email and hard copy)
 - 8.1. Publication Scheme
 - 8.2. Finance Regulations
 - 8.3. Standing Orders
 - 8.4. Financial Controls
 - 8.5. Complaints Procedure
9. **Consideration of the revision of the 'Internet and Email Acceptable Use Policy' to include Website and Social Media, as per the launch of Parish Council's new website in January**
Current policy circulated with example Social Media Policies, via email and hard copy
10. **To consider items for next meeting of this committee**
11. **Date and time of next meeting** to be considered

Rebekah Powell
Clerk to the Council 01/12/2015