



NOTICE OF MEETING FOR FINANCE & STAFFING COMMITTEE

The Finance and Staffing Committee will meet
on **Thursday 18th February 2016 at 8.00pm**
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 08/12/15**
7. **Clerk's report to include:**
 - 7.1. Outcome of Internal Accounts Scrutiny – performed by Cllr M Shepheard 16/02/16
 - 7.2. Outcome regarding request for further information as to an external body that could be approached regarding complaints, other than those that are referred to the Standards Committee, if all other avenues have been exhausted and the complainant is still not satisfied with reference to the Complaints Policy. (As per minute no.15/12-8.5)
 - 7.3. Following agreement at Full Parish Council (28/01/16) to note the appointment of Cllr Boxall-Southall as the member of the Council to verify bank reconciliations at least once a quarter as per Financial Regulations Policy 2.2 (as per minute no.15/12-8.2)
 - 7.4. Contact made with David Hunter regarding Lengthsman Scheme for 2016/17. To include review of current contract and appointment ahead of contract renewal in March and with consideration to email received regarding interest in the role.
 - 7.5. To note completion of the VAT Return and the expectation of £1016.47 refund in due course.
8. **Review of the following Policies:**
 - 8.1. Lone Worker
 - 8.2. Discipline and Grievance
 - 8.3. Insurance
 - 8.4. Risk Assessment and Management
 - 8.5. Draft update of Internet and Email Acceptable Use Policy to include the use of Social Media a per minute 15/12-9 provided by Cllr P Baker
9. **Review of Investment Account**

To include consideration of the amount invested and the allocation of interest gained, with a possible view to reviewing the Investment Policy.

- 10. To consider the application for a grant received from Citizens Advice Bromsgrove and Redditch**
(request letter circulated)
- 11. To agree the appointment of Mrs Diane Malley as Independent Internal Auditor and review letter of appointment**
To include consideration of the review of Independent Internal Auditor as effective risk management for the next financial year.
- 12. To agree the delegation of authority to the Clerk in relation to the appointment of contractors to carry out the structural survey of the War Memorial, if needed.**
- 13. To note correspondence with G Force Fireworks and agree a budget for this year's display as per a requested list of packages.**
Last years payment to G Force Fireworks was £2,500 and the agreed budget for 2016/17 includes £3,500 for Events of which the Fireworks are to be included.
- 14. To note completion of job advert and Person Specification for Assistant Clerk, consider the job description prior to advertising the role and schedule dates for application, short listing and interview.**
(Supporting information circulated)
- 15. To resolve to close the meeting to the public in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1(2), due to the confidential nature of the business to be transacted**
- 16. To consider staff appraisal, salaries and pension.**
- 17. To consider items for next meeting of this committee**
To include a review by the Clerk prior to the next meeting of Financial Regulations Policy in relation to the updated version received by CALC/NALC in recent communications.
- 18. Date and time of next meeting 12th May 2016 at 7:30pm**

Rebekah Powell
Clerk to the Council 08/02/16

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