



NOTICE OF MEETING FINANCE & STAFFING COMMITTEE

The Finance and Staffing Committee will meet
on **Thursday 13th October 2016 at 7:30pm**
at Catshill Village Hall, Golden Cross Lane, Catshill B61 0JZ

Committee members are required to attend

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 15/08/16

7. Clerks report, to include:

7.1 Progress with Assistant Clerk appointment

7.2 Feedback from Grant Thornton in relation to the Annual Return for year ended 31st March 2016

7.3 Feedback from recent training session, 'Clerks gathering'

7.4 Review of current Insurance Cover in relation to the Bonfire and Fireworks display (as per minute 16/06-13)

Items carried forward: Research regarding Corporate Strategy: Community Engagement document; Research regarding Council Terms of Reference Policy; Addition of Item to Media Policy (Communications Policy) in relation to procedure following possible unsatisfactory contact from Parishioners; Amendments to Internet and Email Acceptable Use Policy as per 16/02-8.5 (Cllr P Baker and Clerk)

8. To gain feedback regarding clarification of the term 'Business Use' in relation to Insurance Cover for Councillors when using their cars for Parish Council Business (as per minute 16/06-9.3) – Cllr O Sweeting to report

9. **To review the following policies:**
 - 9.1 **Data Protection Policy**
 - 9.2 **Freedom of Information Policy**
 - 9.3 **Training Policy**

10. **To gain feedback and discuss next steps following the review of the Balances and Reserves Policy and related Financial breakdown (as per 16/06-11, carried out with Cllr O Sweeting)**
(Current Balances and Reserves Policy Circulated for information)

11. **With reference to Agenda Item 10, to discuss the strategy for research and decision making in relation to the Council's Current Bank Account/Savings Accounts and possible future options**

12. **2017/18 Budget Preparation** (document to be circulated)

13. **To discuss a response to 'The 2017/18 Local Government Finance Settlement, Technical Consultation Paper'; in particular in relation to paragraph 3.3 'Council Tax Referendum Principles for Parish and Town Councils'**
Closing date for responses is 28th October 2016. Document and relevant questions to be circulated

14. **To set a date for Internal Audit of Accounts**
(with Cllr T Gillespie and Cllr P Callaway)

15. **Date and time of next meeting** 10th November at 7:30pm

Rebekah Powell
Clerk to the Council, 07/10/16

Committee Members: Cllrs P Baker (Chair), T Gillespie (Vice-Chair) J Bate, P Callaway,
B McEldowney, M Shephard, O Sweeting
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