



NOTICE OF MEETING FOR FINANCE & STAFFING COMMITTEE

The Finance and Staffing Committee will meet
on **Thursday 16th June 2016 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. **Election of Committee Chair and Vice Chair**
2. **Apologies for absence**
3. **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.
4. **To consider members' written requests for dispensation** - such requests must be submitted in writing before the start of the meeting. Both Cllr J Bate and O Sweeting currently have dispensations in place relating to the Village Hall which will be discussed under Agenda Item 8 in this meeting.
5. **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
6. **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.
7. **To reconvene to consider approval of minutes of meeting held 18/02/16**
8. **To consider the future of the Village Hall as per the Extra-ordinary Management meeting held 23/05/16 and whether the Parish Council can assist (Cllr J Bate)**
(Village Hall Minutes circulated)
9. **Clerk's report to include:**
 - 9.1. Progress with request for Annual Report from CAB Bromsgrove and Redditch in relation to their request for Grant funding
 - 9.2. Review of Financial Regulations Policy in line with the updated version received by CALC/NALC
 - 9.3. Investigations regarding the Motoring Insurance element of the Council's Insurance Policy
 - 9.4. Lone worker System in relation to currently employed staff

- 10. Review of the Policy Review Calendar and list of policies, to include discussions relating to management of policies, how policies are reviewed and dates for review. Members to also consider during this discussion further action in relation to:**
 - 10.1** Consideration of changing the title of the Press and Media policy and including further information regarding Communications within the document
 - 10.2** The creation of a 'Council Terms of Reference' Policy
 - 10.3** Corporate Strategy; Community Engagement – Further collaboration and research needed to complete the document.
- 11. To establish clarification within the Balances and Reserves Policy in relation to headings and breakdown of monies**
- 12. Items to note:**
 - 12.1** The end of year Accounts and Annual Return Information as submitted to Grant Thornton
 - 12.2** Completed Risk Review Log
 - 12.3** Precept comparison for 2016
- 13. To consider a more in-depth review of risk management procedures surrounding the bonfire event**
- 14. To appoint two Councillors who are non-signatories to become Members of the Internal Audit Working Party and carry out the quarterly account scrutiny**
- 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 note the new pay scales for 2016-17 to be implemented immediately and back dated to 1st April**
- 17. To discuss Clerk overtime**
- 18. Date and time of next meeting** Currently scheduled as 13/10/16 at 7:30pm – to be discussed

Rebekah Powell
Clerk to the Council 08/06/16

Committee Members: Cllrs P Baker, J Bate, P Callaway, T Gillespie, B McEldowney, M
Shepherd, O Sweeting
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