



NOTICE OF MEETING FINANCE & STAFFING COMMITTEE

The Finance and Staffing Committee will meet
on **Thursday 12th January 2017 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 13/10/16

7. Clerks report, to include:

7.1 Appointment of Assistant Clerk

7.2 Communications with David Hunter in relation to the Lengthsman Scheme for 2017/18

7.3 Progress with Insurance Company Investigations

7.4 Progress with Tender for new garden contract

7.5 To note the completion of the VAT return

7.6 Investigations regarding:

7.6.1 Asset Register figures

7.6.2 Retention Policy

7.6.3 Council Terms of Reference Policy

7.6.4 Data Protection Policy queries

7.6.5 Freedom of Information Policy queries

Items carried forward: Research regarding Corporate Strategy: Community Engagement document; 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); Creation of a document retention policy

- 8. To discuss and agree in principle, options for the administration of the Village Hall Finances and Salaries**
- 9. To receive a report from Cllr Callaway regarding a suggested Savings Account and possible alternative bank account for the Parish Council (as per minute 16/10-11) (documents circulated)**
To include:
 - Agreement of location for future savings investment
 - Amount to be invested, being 50% of the Precept
 - Movement of any interest gained into the Council's main bank account and review of the Investment policy in relation to this
- 10. To review the following policies:**
 - 9.1 Employee Appraisal Policy (to be adopted)**
 - 9.2 Financial Regulations and Financial Controls**
 - 9.3 Freedom of Information Publication Scheme**
 - 9.3 Investment Policy**
 - 9.4 Complaints procedure**
 - 9.5 Standing Orders**
 - 9.6 Health and Safety Policy**
 - 9.7 Dignity at Work Policy (Bullying and Harassment)**
- 11. Following confirmation that no Support Grant will be received by Councils in 2017/18 and recent advice from CALC, to review and confirm the Precept requirements**
- 12. To agree the expenditure for the Firework Display following a request for a quote from G Force Fireworks**
- 13. To agree an additional meeting of the Finance and Staffing Committee to include consideration of the following:**
 - Comparison and agreement of Insurance Quotes ahead of renewal date in June
 - Review and agreement of Lengthsman Contract ahead of contract renewal in April
 - Agreement of Appointment of Internal Auditor, Diane Malley
 - Further policy reviews
 - Feedback from Internal Accounts Scrutiny

Rebekah Powell
Clerk to the Council, 05/01/16

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