



## NOTICE OF MEETING FINANCE & STAFFING COMMITTEE

The Finance and Staffing Committee will meet  
on **Thursday 11<sup>th</sup> May 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 12/01/17**

**7. Clerks report, to include:**

**7.1 Agreed sharing of Office hours between Clerk and Assistant Clerk**

**7.2 Investigations into the need for PAT testing of Parish Council Equipment**

**7.3 Further Pension update**

**7.4 To note the completion of updated policy folder**

**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 (Clerk and Cllr Baker); creation of a Document Retention policy (Clerk and Cllr Baker); Insurance Company Investigations

**8. To appoint a Councillor to the Internal Audit Working Party to assist Cllr Gillespie with the quarterly account scrutiny**

As per the Financial Regulations (2.2) and Financial Controls (14) this may not be the Chairman or a cheque signatory

9. To agree to amend the Balances and Reserves Policy to reflect a higher percentage of Precept to be kept as Emergency Reserve due to consideration of potential asset gains
10. To receive an end of year Finance report for 2016/17 and review all documentation prepared by the RFO for submission to Grant Thornton for Audit, including discussion and agreement in relation to the division of reserves for recommendation to Full Parish Council
11. To review the following policies and documents:
  - 11.1 Employee Appraisal Policy (amended version to be provided for review by Cllr Baker as per Finance and Staffing Committee 17/01-10.1)
  - 11.2 Grievance Policy
  - 11.3 Internet, Email, Recording and Social Media Policy
  - 11.4 Code of Conduct
  - 11.5 Risk Review Log
12. To receive a report from Cllr P Baker regarding relevant Savings Account options for the deposit of the Emergency Fund for the Parish Council, as currently held by the Co-op Bank as per Full Parish Council 17/04-13.4  
To include, if relevant, a decision as to which option should be used
13. 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
14. To note investigations into the impact of the rise in the National Minimum Wage and National Living Wage for the Parish Council
15. To discuss employee salaries

Rebekah Powell  
Clerk to the Council, 03/05/17

Committee Members: Cllrs P Baker (Chair), T Gillespie (Vice-Chair) J Bate,  
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