



NOTICE OF MEETING FINANCE & STAFFING COMMITTEE

The Finance and Staffing Committee will meet
on **Thursday 11th April 2019 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 14/02/19 and discuss any matters arising

7. Clerks report to include:

7.1 Employee Appraisal policy Review

7.2 Review of GDPR Action Plan – document circulated

7.3 Completion of Clerk Appraisal

7.4 Planters rental through Plantscape

7.5 Internal Audit dates amendment and External Audit dates

8. To review the following policies and documents (document circulated):

8.1 Health and Safety Policy

8.2 Complaints Procedure

8.3 Insurance Policy

8.4 Risk Assessment/Risk Management/Risk Review log

8.5 Asset Register

9. To agree a date and time for the working group to look at outstanding policies and procedures

10. To consider the quote for Insurance renewal (document to be circulated)

11. To note the end of year accounts status (document to be circulated)

Rebekah Powell
Clerk to the Council, 04/04/2019

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