



NOTICE OF MEETING FINANCE & STAFFING COMMITTEE

The Finance and Staffing Committee will meet
on **Thursday 10th May 2018 at 10:30am**
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 18/02/18 and discuss any matters arising**
7. **Clerks report, to include:**
 - 7.1 Lengthsman Scheme update
 - 7.2 Internal Account Scrutiny
 - 7.3 Pockit Account policy information
 - 7.4 GDPR – Personal Data Audit
 - 7.5 Firework expenditure
8. **To review the following policies and documents (documents circulated):**
 - 8.1 Standing Orders
 - 8.2 Risk Assessment and Risk Management
 - 8.3 Insurance Policy
 - 8.4 Asset Register
9. **To discuss and agree the following in relation to GDPR (documents circulated)**
 - 9.1 GDPR Action Plan
 - 9.2 Privacy Policy to include

- 9.2.1 Privacy notices x 2
- 9.2.2 Consent Form
- 9.3 Subject Access Request Policy to include
 - 9.3.1 Subject Access Request letter templates
- 10. To agree the list of due payments for the year 2018/19 (document circulated)
- 11. To agree the renewal of the Insurance Policy with Zurich Municipal (documents to be circulated)
- 12. To consider and agree the recommended Savings Account to be used for the Council's Emergency Reserve
- 13. To consider and agree the quotes for the additional Christmas lights for lampposts on Golden Cross Lane
- 14. 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
- 15. To review and agree employee salaries in line with 2018-19 National Salary Award (document circulated)
- 16. To consider and agree how the Clerk's CiLCA training will be approached

Rebekah Powell
Clerk to the Council, 01/05/18

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