



## **NOTICE OF MEETING FINANCE & STAFFING COMMITTEE**

The Finance and Staffing Committee will meet  
on **Thursday 12<sup>th</sup> October 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 11/05/17 and discuss any matters arising**

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

**7.1 Letter sent to Co-operative Bank and progress with savings account**

**7.2 Suggested course of action regarding the Council Bank Account**

**7.3 Information regarding the new Data Protection Policy May 2018**

**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)

**8. To discuss and agree the use of an account with Pockit.com to allow the Clerk to make purchases on behalf of the Parish Council (document circulated)**

**9. To begin the budget process for 2018/19 – draft budget preparation document circulated**

**10. To discuss and agree a contribution towards the Christmas Lights for Golden Cross Lane**

11. To discuss the possibility of having the bed at the Ivy Cottage stripped and replanted with winter bedding
12. To review the following policies and documents (documents circulated):
  - 11.1 Employee Appraisal Policy – to review following an amendment which has been used for a recent appraisal
  - 11.2 Internet, Email and Social Media Policy – to review following request for further information in relation to the recording of meetings
  - 11.3 Freedom of Information Policy
  - 11.4 Data Protection Policy - Members may wish to defer this due to the new act coming into force in 2018
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 discuss employee salaries

Rebekah Powell  
Clerk to the Council, 04/10/17

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