

# BEARSTED PARISH COUNCIL

[www.bearstedparishcouncil.gov.uk](http://www.bearstedparishcouncil.gov.uk)

Madginford Hall, Egremont Road, Bearsted, Maidstone. Kent ME15 8LH  
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Clerk Mrs Sarah Lewis

## A G E N D A

All members are hereby summoned to a meeting of the **Finance and General Policy Committee on Wednesday 2<sup>nd</sup> August 2017 at Madginford Hall, Egremont Road, Bearsted commencing at 7.30pm** when it is proposed to transact the following business:

### REPORTS FROM MEMBERS OF THE PUBLIC

This is a concessionary short session and will be limited to 15 minutes. Three minutes per person will be allowed and only if time permits will further comments be heard. This is a for information session only and no action can be taken upon those items raised

1. **Apologies and absences.**  
To receive and accept apologies for absence.
2. **Declaration of Interest, Dispensations or Lobbying.**  
Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda. Members are reminded that changes to the Register of Interests should be notified to the Clerk.
3. **Minutes of the last Finance and General Policy meeting.**  
To consider the minutes of the last meeting of 5<sup>th</sup> July 2017 and if in order to sign as a true and correct record.
4. **Matters arising from the last minutes.**  
Update on all action points carried over
5. **Financial matters**  
Cheques and Finance approval from other committees  
Income and Expenditure  
Bank accounts
6. **Resolution – HR Update.**  
To resolve to go into closed session and to exclude the press and public during item 20 (Admissions to Meetings) Act 1960 in accordance with standing order 10 (xi)
7. **Madginford Hall**  
An update on lease details and parking provision for Parish Council staff.
8. **Internet Banking**  
To discuss internet banking options and examine Unity Trust Bank's application pack.
9. **The use of Google Drive for the Admin team**  
An update on the opportunity to use Google Drive vs Dropbox.
10. **Office update following DSE**
11. **Office Opening Hours (R Camp)**

12. **Event Management**
13. **Farmers Market**
14. **Pension provision**  
To consider pension provision for staff.
15. **Correspondence**
16. **Downs Mail.**  
To decide what issues, if any, the committee would like highlighted on the upcoming Down's Mail page for Bearsted Parish Council.
17. **Future agenda items**
18. **Matters for discussion**
19. **Date of next meeting**  
5<sup>th</sup> July 2017 at Madginford Hall at 7.30pm
20. **HR Update (Closed session)**



Clerk to the Council  
27<sup>th</sup> July, 2017

Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk.