

# 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 Michelle Rumble

## A G E N D A

All members are hereby summoned to a meeting of the **Finance and General Policy Committee on Wednesday 5 October 2016 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 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 010416 – 300916  
Policies  
Online Banking  
Accounting Package  
Donations
6. **Matters for Information**  
Clerks Annual Leave, TOIL, Sick Leave
7. **HR Matters**  
**RESOLUTION – HR MATTERS & SMARTS COTTAGES**  
To resolve to go into closed session and to exclude the press and public during items 7 (Admissions to Meetings) Act 1960 in accordance with standing order 10 (xi)
8. **Correspondence**
9. **Future agenda items**
10. **Date of next meeting**  
**2<sup>nd</sup> November 2016, commencing at 7.30pm at Madginford Hall**

*Michelle Rumble*

Clerk to the Council

29<sup>th</sup> September 2016

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.