



## A G E N D A

To all members of the Council, Press and Public

Members are hereby summoned and notice is given that the **MEETING OF THE FINANCE AND POLICY COMMITTEE** will be held at Madginford Hall, Egremont Road, Bearsted on Tuesday 6<sup>th</sup> October, 2020 when it is proposed to transact the following business

### **Reports from members of the public**

This is a concessionary short session before the meeting commences 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 (15 mins)

1. **Declarations of intention to record**  
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. Details of our full recording policy can be found on our website.
2. **Apologies and absences.**  
Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meetings, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.
3. **Declaration of Interests, Dispensations, Predetermination or Lobbying**  
To receive Declarations of Interest in respect of matters contained in this agenda, in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers. To consider any Dispensation requests received by the Parish Clerk and not previously considered.
4. **Appoint Chairman and Vice-chairman**
5. **Signing of the Minutes of the last meeting**
6. **Clerk's report**  
To receive reports and update on previous actions.
7. **Finance** (Accounts and Audit Regulation 2011/817)
  - a) Resolution to authorise payments
  - b) Finance Reports
  - c) Balances of accounts
  - d) Corporate card expenditure
  - e) Grants and Donations requests
8. **Policies for updating** (LGA 1972 s.111)
  - a) Review policy tracker
  - b) Records Management & Retention Policy
  - c) Paternity Pay & Leave
  - d) Lone Worker Policy
  - e) Recording Meetings
  - f) Reserves Policy

9. **BT Contract** (LGA 1972 s.111)  
To decide on the best value for the communications contract with BT
10. **Fire Safe** (LGA 1972 s.111)  
To review quotations for the purchase of a suitable fire safe
11. **Future Agenda items**
12. **Proposed date of next meeting being 3<sup>rd</sup> November, 2020.**

Signed:



**Erin Sugden**  
**Clerk to Bearsted Parish Council.**  
30<sup>th</sup> September, 2020

Tel: 01622 630165

Email: Clerk@bearstedparishcouncil.gov.uk

Parish Council Office, Madginford Hall, Egremont Road, Bearsted, ME15 8LH

\*The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

For members of the public wishing to attend this online meeting please provide visit :

<https://us02web.zoom.us/j/85988759045?pwd=akplbnFhWWNmSE9GNDV6Y0RxUzJGUT09>

Meeting ID: 859 8875 9045

Passcode: 488905

Should you have a report to give, you will be given the opportunity at the beginning of the session to talk for 3 minutes. After this time you will be muted but you will still be able to hear the Councillors conduct the meeting.