



## 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 on Tuesday 5<sup>th</sup> July 2022 7.30pm 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. Signing of the Minutes of the last meeting**

### **5. Clerk's report**

To receive reports and update on previous actions.

### **6. Finance** (Accounts and Audit Regulation 2011/817)

- a) To consider payments to authorise.
- b) To consider finance reports.
- c) To consider balances of accounts.
- d) Grants and Donations requests.

### **7. Review policies for updating** (LGA 1972 s.111)

- a) Harassment & Bullying Policy
- b) Disciplinary Policy & Procedure
- c) Grievance Policy & Procedure
- d) Capability Policy
- e) Privacy Statement
- f) Tree Management
- g) Recruitment and Selection Policy
- h) IT Acceptable Usage, Data Protection and Social Media
- i) Reliance Plan

**8. Data Protection Impact Assessment (DPIA)**

For the committee to consider the DPIA and for the DPO to sign the declaration.

**9. Review of Leases of Parish Land**

To discuss the process for reviewing the leases of land owned by the parish to local organisations.

**10. Introduction of Policies and Procedures**

- a) To discuss the requirement of a land donation policy.
- b) To discuss the procedure for distribution of the 'Contain Outbreak Management Fund' received in January 2022.

**11. Insurance**

To consider researching a 3-year insurance policy versus a one-year policy.

**12. Correspondence**

**13. Future Agenda items**

**14. Proposed date of the next meeting being 6 September 2022.**

Signed:



**Erin Sugden**  
**Clerk to Bearsted Parish Council.**  
29<sup>th</sup> June 2022

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