



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 4th April 2023 at 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 or the Administrator prior to the meeting.

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. Finance (Accounts and Audit Regulation 2011/817)

- a) To consider payments to authorise.
- b) Grants and Donations requests.
 - i. Girl Guides
 - ii. Thurnham Infant School

5. Review policies for updating (LGA 1972 s.111)

- a) Scheme of Delegation
- b) Lone Worker Policy
- c) Paternity Pay & Leave
- d) Civility and Respect Model councillor and officer protocol

6. Data Protection Legislation Form

To consider the correct wording regarding data storage on personal devices.

7. Parish Email Addresses

To consider a policy for out of use email addresses.

8. Parish Office & Madginford Hall Lease

To review the existing Lease from KCC and the current arrangement with the Madginford Hall Committee, identify responsibilities and access to facilities.

9. Standing Orders

To consider revisions to the Standing Orders.

10. Future Agenda items

11. Proposed date of the next meeting being 6th June 2023.

Signed:



Joanne Upton

Administrator to Bearsted Parish Council.

29th March 2023

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