



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 6th June 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. Co-option

2. 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.

3. Apologies and absences.

Members who cannot attend a meeting shall tender their apologies to the Parish Clerk or the Administrator prior to the meeting.

4. 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.

5. To elect a new committee Chairperson

6. To elect a new committee Vice Chairperson

7. Clerks Report

8. Finance (Accounts and Audit Regulation 2011/817)

- a) To consider quotations
 - i. Quote to remove shed.
 - ii. Cllr expenses.
 - iii. Voltage quote to repair light bollard on Church Landway
- b) To consider payments to authorise.
- c) To consider finance reports.
- d) To consider balances of accounts.
- e) Meeting allowance for meetings between 1st April and 14th June 22
- f) To consider reallocation of Parish reserves.

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

- a) Scheme of Delegation
- b) Civility and Respect Model councillor and officer protocol
- c) Code of Conduct
- d) Model Publication Scheme
- e) Financial Regulations
- f) Internal Control Procedure

10. Risk Management Scheme

To consider the amendments to the policy.

11. Parish Email Addresses

To receive an update from Cllr English on wording for the new policy.

12. Whistle Blowing Policy

To receive an update from Cllr English on wording for the new policy.

13. Sustainability Policy

To consider a separate sustainability policy or inclusion into existing parish policies.

14. Procurement Process for Projects

To discuss the process for procurement on large projects undertaken by the Parish Council.

15. Leases

To discuss the process for reviewing leases.

16. Public Papers for Meetings

To discuss and confirm the procedure for publishing papers on the Parish website prior to meetings.

17. Copies of Correspondence to Parish Office

To discuss and identify the process for important correspondence to be sent and stored at the Parish office.

18. Future Agenda items

19. Proposed date of the next meeting being 5th September 2023.

Signed:



Joanne Upton
Acting Clerk to Bearsted Parish Council.
31st May 2023

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