



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 GENERAL POLICY COMMITTEE** will be held at Madginford Hall, Egremont Road on Tuesday 7th November 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 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. To elect a new committee Chairperson

5. To elect a new committee Vice Chairperson

6. Signing of the Minutes of the last meeting

Minutes from 5th September 2023

7. Clerks Report

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

- a) Grants and Donations.
- b) Ratify payments:
 - i. Repairs to Hogg Hill Noticeboard and post on the Green.
 - ii. Cancellation/Event Insurance for Market on the Green
 - iii. Music License for Fireworks & Christmas Market.
- c) To consider payments to authorise.
- d) To consider finance reports.
- e) To consider balances of accounts.
- f) To consider a request for Cllr expenses towards training.

9. Policies

- a) Scheme of Delegation.
- b) Civility & Respect.
- c) Accessibility Statement.
- d) Privacy Statement.
- e) Grants & Donations.
- f) Harassment & Bullying
- g) Memorial Bench Policy.
- h) Record Management & Retention Policy.
- i) Recording Meeting Policy.
- j) Reserves Policy.

10. Review of Policies

To consider an external company to review all policies.

11. Bank Accounts

To consider current bank accounts and alternatives.

12. Review of Leases

To receive an update from Cllr Hall.

13. Office Extension

To review specification for extension.

14. Copies of Correspondence to Parish Office

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

15. Future Agenda items

16. Proposed date of the next meeting being 9th January 2024.

Signed:



Joanne Upton

Acting Clerk to Bearsted Parish Council.

1st November 2023

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Supporting papers can be requested from the Parish Office.