

FOUR MARKS PARISH COUNCIL

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Wednesday 22nd March 2023

Dear Councillor

You are hereby summoned to attend a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** to be held on Wednesday 29th March 2023 at **7.00pm** at the **Benians Pavilion** when the under mentioned business will be transacted.

Yours faithfully

Sarah Goudie

EXECUTIVE OFFICER

A G E N D A**1. APOLOGIES FOR ABSENCE****2. OPEN SESSION – PUBLIC PARTICIPATION**

An opportunity for members of the public to raise issues of concern or interest, to ask a question or to make a statement. Public participation will be conducted in accordance with Four Marks Parish Council's Standing Orders 3 (d) – (k), with no individual speaker exceeding a maximum of 3 minutes. All public participation, and the duration of this item will be at the discretion of the Chairman.

3. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, any matter in which you have a pecuniary interest. You must withdraw when the meeting discusses and votes on the matter.

4. COMMITTEE MINUTES

To approve and sign the minutes of the Finance & General Purposes Committee Meeting held on Wednesday 11th January 2023 (*previously circulated*)

5. Standing Order/Financial Regulation Amendments

- 5.1 To note the statutory changes and proposal for amendment.
- 5.2 To agree additional item for approval on committee membership.

6. Financial items

- 6.1 Year End update
- 6.2 General Reserves/Earmarked Reserves
- 6.3 Internal and External Audit – changes to note.
- 6.4 Transfer from CCLA to Unity Trust Bank – to note.
- 6.5 New financial software - update

7. Parish Office security

- 7.1 To discuss the options on improving parish office security (if available)
- 7.2 To review the Lone Worker policy in conjunction with Agenda item 7.1

8. New policies for consideration

- 8.1 Councillor-Officer Protocol (Civility & Respect)
- 8.2 Community Engagement

EXCLUSION OF PRESS AND PUBLIC

In accordance with the Public Bodies (Admission to Meetings) Act 1960, the Council have the right to exclude the public and press from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest and may pass a resolution, without notice, to do so.

9. Staff Contracts

To review amendments to staff contracts following the LGA notification and discuss and review appropriate changes.

10. Licence to Occupy and Lease renewals

To discuss and agree renewals as appropriate.

11. NEXT MEETING: Wednesday 27th July 2023, 6.00pm