

**FOUR MARKS PARISH COUNCIL**

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Wednesday 17<sup>th</sup> July 2024

Dear Councillor

You are hereby summoned to attend a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** to be held on Wednesday 24<sup>th</sup> July 2024 at **7.00pm** at **Benians Pavilion** when the under mentioned business will be transacted.

**Yours faithfully**

**Clerk**

**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 10<sup>th</sup> April 2024

**5. TERMS OF REFERENCE**

**5.1 To review Committee Terms of Reference for 2024/2025.**

**6. FOR CONSIDERATION**

- 6.1 To review current License arrangements for Benians Pavilion.**
- 6.2 To agree fee schedule for youth football teams and tennis coaching.**
- 6.3 To review quotation for Sharepoint and email migration and approve subsequent expenditure**
- 6.4 To review insurance quotations if available.**
- 6.5 To consider contribution towards Benians Pavilion security locks.**

**7. POLICY REVIEW**

- 7.1 Business continuity plan**
- 7.2 Risk Assessment**
- 7.3 Data Protection Policy**
- 7.4 Data Retention Policy**
- 7.5 Complaints Procedure**
- 7.6 Equality and Diversity Policy**
- 7.7 Privacy Notice**
- 7.8 Publication Scheme**
- 7.9 Subject Access Request Policy**

**8. INTERNAL AUDIT PROVISION**

**8.1 To note correspondence from internal auditor and suggestions moving forward.**

**9. BUDGET MONITORING**

**9.1 To review first quarter performance against budget.**

**10. Next Meeting: 30<sup>th</sup> October 2024**

**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.