



20th September 2018

To all Members of Council

Dear Councillors,

You are hereby summoned to attend a **Finance, Staffing, General Purposes and Audit Committee Meeting** to be held in the **Claytawc Centre, Fore St, St Dennis on Wednesday 3rd October 2018** commencing at **7.00pm**, for the purpose of transacting the following business.

Yours faithfully

Lynn Clarke

Lynn Clarke
Clerk/RFO

Members of the public are most welcome to attend all Council meetings.

AGENDA

1. Apologies

To receive and approve apologies

2. Declarations of Interest

a) To receive disclosures of Pecuniary Interests;

b) To receive disclosure of Non Registerable Pecuniary Interests;

c) To disclose the receipt of hospitality or gifts over the value of £10 and

d) To receive written requests for dispensations on items to be discussed at the meeting.

N.B: *If you become aware during the course of the meeting, of an interest that has not been disclosed you must immediately disclose it and request dispensation if necessary.*

3. Public Participation

Standing Order 3f - Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda Standing Order 3g -The designated time will be 15 minutes and no longer than 5 minutes per person. This time may be extended at the discretion of the Chairman.

4. To adopt the Minutes of the Finance, Staffing, General Purposes and Audit Committee held on the 29th May 2018

5. Matters Arising

6. To agree the quotation for the refurbishment of the public toilets

7. To approve Policies as listed below:

- Working from Home
- Training policy
- Risk management Policy
- Risk assessment & Financial Risk assessment
- Winter maintenance Plan

8. To Approve the amendment to the Financial Regulations

9. To approve the use of the new debit card to top up the petty cash float.

10. To Approve amendments to the Standing Orders

11. To agree and approve policies relating to GDPR

- Privacy Policy
- General Privacy Notice
- Cllrs & Staff Privacy Notice
- Consent forms
- Data Breach Policy & forms

12. To receive an update on the opening of bank accounts

Standing Order 3e

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw'

13. Confidential

Pay review -

Any other urgent and relevant confidential item, for information, that the Chairman considers appropriate.

This meeting has been advertised as a public meeting and as such could be filmed or recorded.

Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, the Council cannot guarantee this, especially if you are speaking or taking an active role.