



To Chairman and Members of the **Finance and General Purposes Committee**

Councillors: Jim Gleeson (JG), (Chairman), Ben Clennell (BC), Martin Cooper (MC), Howard Coote (HC), Ian Nisbet (IN), Christine Payne (CP), Fran Pritchett (FP), John Pritchett BEM (JP), Stephen Shing (SS), Andy Watkins (AW).

(With copies to other Members for information)

You are summoned to a meeting of the **Finance and General Purposes Committee** to be held on
Monday 17th July 2023 7.30pm
at Trinity Church Hall, Coppice Avenue, Willingdon.

Signed:

12th July 2023

Nicola Williamson (Parish Clerk to Willingdon and Jevington Parish Council)

The public have a right and are welcome to attend.

The press and public are reminded that they must remain silent when the meeting is in progress in accordance with the Public Bodies (Admission to Meetings) Act, 1960. Meetings may be recorded in line with the protocol agreed by the Parish Council (copies available on request).

AGENDA

1. Apologies and notification of any substitute members.
2. To accept the minutes from the meeting held on Monday 22nd May 2023.
3. Declarations of interest: To receive notices of declaration, personal and prejudicial, in respect of items on this agenda.
4. Public question time - to deal with any questions received from members of the public relating to items on this agenda.
5. Councillor Co-option
6. Parish Clerk's Report of items not on Agenda.
7. Administrative Matters.
 - (i) Property matters
 - (ii) Website
 - (iii) Newsletter
8. Financial Matters.
 - (i) To consider report from Locum Responsible Finance Officer
 - (ii) Reconciliation
 - (iii) Payment List for agreement
 - (iv) Budgetary Controls - Income & Expenditure report to date for all committees
 - (v) Reserve and CIL allocations
 - (vi) Grant from Trinity Church Hall

(vii) Internal Auditor

9. CIL Sub-Committee – To agree Members

10. Policing Matters.

- (i) Any Police Updates
- (ii) Next CSAG meeting TBA

11. Strengthening Local Relationship Sub-committee.

- i) Meeting on 18th August 10am in the Parish Office.

12. Review of Council Policies.

- (i) Health and Safety Policy
- (ii) Adverse Weather Policy

13. Personnel Matters.

- (i) To agree members on the personnel committee
- (ii) Clerks' appraisal
- (iii) Administration Assistant three-month probation

14. Risk management – to consider the effects (if any) arising from items on the agenda.

15. Urgent items – for noting or referral to next agenda for Full Council or appropriate committee/sub-committee.

16. Date of next meeting: Monday 9th October 2023.