

PUBLIC NOTICE OF MEETING AND AGENDA OF CHARLTON KINGS PARISH COUNCIL'S

FINANCE AND GENERAL PURPOSES COMMITTEE Monday, 12th November 2018 at 7.15 pm

Membership: Cllrs Hodges (Chairman), Jarrett, Honeywill, Joanna Hughes, Meadows and Williams.

You are hereby summoned to a meeting of the Finance and General Purposes Committee which will be held at the Conference Room, Stanton Suite, Church Piece, Charlton Kings on Monday 12th November 2018 at 7.15 pm.

Joanna Noles

Mrs Joanna Noles
Clerk to the Parish Council
5th November 2018

AGENDA

- 18/18/19** **Recording and filming of meetings** The Chairman will ask all those present if any member of the public is intending to record or film the meeting.
- 19/18/19** **Apologies** to be received.
- 20/18/19** **Declarations of interest** To receive declarations of interest in respect of any agenda items below (Localism Act 2011)
- 21/18/19** **Election of Vice-Chairman** The committee to appoint a Vice-Chairman for 2018/19
- 22/18/19** **Minutes of previous meeting** To approve the minutes of the meeting held on 19th June 2018 (previously circulated)
- 23/18/19** **Matters Arising** To consider any matters arising from the minutes of the previous meeting which are not covered elsewhere on the agenda
- 24/18/19** **Terms of Reference** To note the current state-of-play in regard to review of the Terms of Reference for the Committee.

- 25/18/19** **Grange Field** To receive an update on the lease of Grange Field.
- 26/18/19** **Kings Hall** To receive an update on choice of architect, negotiations for the transfer of the lease of Kings Hall and to agree way forward regarding arrangements with the Silver Band.
- 27/18/19** **Half Year Accounts** To review the accounts to 31st September 2018 (previously circulated).
- 28/18/19** **Review of Code Codes** To consider the way forward in relation to review and possible changes to Cost Codes on Scribe
- 29/18/19** **2019/20 Budgets** To discuss preparations for the next budget year.
- 30/18/19** **Staffing** To report on the process of recruitment of a part-time Administrative Officer to join the staff team in the Parish Office.
- 31/18/19** **General Data Protection Regulations (GDPR)** To review whether any further action needs to be taken in order to be compliant with GDPR
- 32/18/19** **Financial Regulations and Financial Risk Assessment** To review the Financial Regulations and Financial Risk Assessment and to consider amendments necessary in the light of any changes in procedure or legislation.
- 33/18/19** **Review of Policies** To consider the way forward in relation to ongoing review of policies
- 34/18/19** **Reports from Committee's Working Groups** To receive updates from the Finance, Personnel and Governance working groups, where appropriate.
- 35/18/19** **Any Other Business** To report on any matters for information
- 36/18/19** **Items for the agenda of the next meeting**

Please be aware that this meeting may be filmed or recorded.

Date of next meeting: Wednesday, 8th May 2019 at 7.00 pm