

Notice is hereby given that a meeting of the **Finance and General Purposes Committee** will be held at Russell House commencing at 7 pm on Monday 11th March 2024 to transact the under mentioned business, which Councillors are summoned to attend.

Mrs Angela Howells, Clerk

Membership of Committee

Chairman: Mrs S Sheen Mr E Boyle, Mr A Hussain, Dr S Kay and Mr N Proudfoot

Open Forum

The first ten minutes of the meeting are available for members of the public and the press to raise any issues with the Committee. If there are no members of the public present at 7pm the meeting will commence.

AGENDA

1. Apologies for absence

Please inform the Clerk if you are unable to attend.

2. Declarations of interest

To receive any disclosure by members of pecuniary and non-pecuniary interests in matters on the agenda, not previously disclosed.

3. Minutes of the meeting

Held on 8th January 2024 were approved at Council on 22nd January. Annexed

4. Information items arising

From the minutes of the previous meeting and not dealt with elsewhere on the agenda

5. Finance

- | | | |
|----|--|---------|
| 1) | To receive RFO's report | Annexed |
| 2) | To approve income & payments to 31 st January 2024 | Annexed |
| 3) | To approve Committee accounts to 31 st January 2024 | Annexed |
| 4) | To approve Internal Audit Plan 2024/25 | Annexed |
| 5) | To review Effectiveness of Internal Audit | Annexed |
| 6) | To review Financial Risk Assessment | Annexed |

6. Land Issues

- | | | |
|----|--|---------|
| 1) | Doctors Surgery Lease – update | |
| 2) | Churchill School Lease – update | Annexed |
| 3) | To consider Currant Hill Allotments Working Group notes – 22/01/24 | Annexed |

7. Russell House

- | | | |
|----|---|---------|
| 1) | Maintenance Plan – update | Annexed |
| 2) | To approve new contract for photocopier | |
| 3) | Anti-social behaviour issues – update | |

8. Policies and Procedures to review/approve:

- 1) CCTV Policy
- 2) Equality, Inclusion and Diversity Policy
- 3) Asset Register
- 4) Remuneration Policy
- 5) Overtime and Time off in Lieu Policy
- 6) Staff Handbook

9. Eco Policy Action Plan for F&GP - update

Annexed

10. Correspondence

11. Reports from Councillors on relevant activities

12. TN16, Crockham Hill Village Newsletter and website

13. Matters for District and County Councilors

14. Further matters for consideration at the next meeting

15. Date of Next Meeting – Monday 11th March 2024

Part 2 Pursuant to Section 1 (2) of the Public Bodies (admission meetings) Act 1960. The Public be excluded from the meeting during consideration of the under mentioned item on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business concerned.

16. To approve HR Minutes

Annexed

- 1) New Staff member