

BEARSTED PARISH COUNCIL

www.bearstedparishcouncil.gov.uk

Madginford Hall, Egremont Road, Bearsted, Maidstone. ME15 8LH
Telephone: 01622 630165 Email: clerk@bearstedparishcouncil.gov.uk

A G E N D A

To All members of the Council, Press and Public

Members are hereby summoned and notice is given that a **Meeting of the Finance Committee** will be held on Tuesday 20th March, 2018 at Madginford Hall, Egremont Road, Bearsted commencing at 7.30 p.m.

REPORTS FROM MEMBERS OF THE PUBLIC

This is a concessionary short session and will be limited to 15 minutes. Three minutes per person will be allowed and only if time permits will further comments be heard. This is a for information session only and no action can be taken upon those items raised

1. **To appoint a Chairman for the Committee**
2. **Declarations of intention to record**
Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk. Details of our full recording policy can be found on our website.
3. **Apologies and absence**
4. **Declaration of Interests, Dispensations, Predetermination or Lobbying**
5. **Minutes of the last Finance and General Policy meeting.**
To consider the minutes of the last meeting of 13th February 2018 and if in order to sign as a true and correct record.
6. **Matters arising from the last minutes and action points.**
7. **Finance**
 - a) Resolution to authorise payments
 - b) Income and Expenditure Reports
 - c) Expenditure against Budget Report
 - d) Balances of accounts
 - e) Costs for office Administrator's furniture, IT and telephone
 - f) Assistant Clerk's holiday
 - g) Michael Bollom Planning training
 - h) Group Planning training costs
 - i) Petty cash card
 - j) Newsletter distribution costs
8. **Data Protection**

9. **Policy Review**
 - a) Lone worker policy
 - b) Email etiquette policy
10. **Correspondence**
11. **Future Agenda items**
12. **Downs Mail**

To agree on items to highlight in the Bearsted Parish Council sponsored page in the forthcoming edition.
13. **Details of next Meeting**

Signed:

A handwritten signature in blue ink, appearing to be 'S. Lewis', written over a light blue grid background.

**Sarah Lewis,
Clerk to Bearsted Parish Council.**

13 March, 2018