



The Parish Centre, 50 Gerald's Way,
Chalford, Stroud, Gloucestershire GL6 8FJ

**COUNCILLORS ARE SUMMONED TO A FINANCE AND MANAGEMENT COMMITTEE MEETING AT
2.00 PM ON TUESDAY, 27th JUNE 2023 AT THE PARISH CENTRE**

AGENDA

- 1. To receive apologies for absence.**
- 2. To hear statements or submission from member of the public.**
- 3. To receive Declarations of Interest in items on the agenda.**
- 4. To approve the Minutes of the meeting held on 23rd May 2023.**
- 5. To consider our current Standing Orders and agree any changes.**
 - S.18 – replace f and g with NALC's updated (April 22) f.
 - S.19 – consider redrafting against NALC standard inc:
- 6. To consider our current Financial Regulations and agree any changes**
 - Throughout where reference is to CLERK/RFO amend to whichever is appropriate
 - S.1.8 – amend to reflect “the Deputy Clerk”
 - S.7 – Banking Arrangements and Authorisation of Payments and s.8 Instructions For the Making of Payments (s5 and 6 of NALC pro-forma) – for discussion
- 7. To consider our current Financial Regulations and agree any changes**
 - Throughout where reference is to CLERK/RFO amend to whichever is appropriate
 - S.1.8 – amend to reflect “the Deputy Clerk”
 - S.7 – Banking Arrangements and Authorisation of Payments and s.8 Instructions For the Making of Payments (s5 and 6 of NALC pro-forma) – for discussion
- 8. To receive the RFO's report.**
- 9. To receive any Referrals from the Parish Council.**
- 10. To consider any Correspondence.**
- 11. To authorise bank transfers/petty cash.**
- 12. To note any items for information or referral only**
- 13. Policies – to consider suite of HR template documents from NALC/GAPTC**
 - Maternity/Paternity Leave and Pay Policy
 - Whistleblowing Policy
 - Training & Development Policy
 - Social Media Policy
 - Sickness Absence Policy
 - Performance Improvement Procedure

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- Lone Working Policy
- IT Guidelines
- Flexible Working Policy
- Equality & Diversity Policy
- Emergency/Dependents Leave Policy
- Data Protection Policy
- Anti-harrassment & bullying Policy
- Annual Leave Policy
- Grievance Policy
- Disciplinary Policy (care re both Grievance & Disciplinary policies re Legal Topic Note 22)
- Employment Contract
- Job description
- Absence Management
- Performance Development Review (GAPTC document - currently no template for setting objectives but under review)



Signed – Responsible Financial Officer

NOTE: Please query/ask questions of me prior to the meeting to enable answers to be given at the meeting. Thanks.

Date of issue: 21.6.23

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