



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

**COUNCILLORS ARE SUMMONED TO A FINANCE AND MANAGEMENT COMMITTEE MEETING AT  
4.00 PM ON MONDAY, 7th AUGUST 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 27<sup>th</sup> June 2023.**
- 5. To approve amended Standing Orders.**
- 6. To approve amended Financial Regulations.**
- 7. To approve amended Terms of Reference:**
- 8. To receive the RFO's report.**
- 9. Works Committee – to request consideration for Assistant Groundsman, strimmer and finance for tree work.**
- 10. To receive any Referrals from the Parish Council.**
- 11. To consider any Correspondence**  
Bussage School – Sponsorship of Bear Hunt
- 12. To authorise bank transfers/petty cash.**
  - To approve Bank Reconciliations/Petty Cash
  - To approve Accounts for Approval
  - Review income and expenditure against budget
  - Review reserves and reserves policy
- 13. To note any items for information or referral only**
- 14. To approve policies**
  - Maternity/Paternity Leave and Pay Policy
  - Whistleblowing Policy
  - Sickness Absence Policy
  - Performance Improvement Procedure
  - Lone Working Policy
  - Flexible Working Policy
  - Emergency/Dependents Leave Policy
  - Data Protection Policy
  - Anti-harrassment & bullying Policy

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- Annual Leave Policy
- Job description
- Whistleblowing Policy
- Training & Development Policy
- Equality & Diversity Policy

Policies already have include

- Safeguarding Policy Nov 2022
- SmokeFree Policy 2007
- Zero Tolerance Policy 2022
- Publication Scheme 2023

Policies being worked on include

- Social Media Policy
- IT Guidelines
- Grievance/Disciplinary Policy
- Employment Contract
- Performance Development 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: 31.07.23**

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