



Medstead Parish Council

Clerk to the Council – Mr P Baston

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21st July 2021

Dear Councillor

Please note that you are hereby summoned to attend a meeting of the **Finance & General Purposes Committee** to be held at Medstead Village Hall on **Wednesday 28th July 2021 at 7.30pm.**

COVID Information.

Medstead Parish Council face-to-face meetings are held in line with Government restrictions and public health advice currently in place. Please be advised that social distancing, wearing of masks and hand sanitising and other measures and the number of the public that can be accommodated will still be in place and strictly adhered to.

If there is a large influx of the public for the meeting which exceeds the room's safe capacity, then the permitted number of attendees will not be exceeded. Therefore whilst members of the public are welcome to attend meetings of the Council, they are encouraged to make written representations on issues rather than attending in person and should contact the Clerk at clerk@medsteadpc.org in advance of the meeting.

Yours sincerely

Peter Baston
Clerk to the Council

AGENDA

1. OPEN SESSION.

Members of the public on the electoral role or a permanent resident of the Parish are invited to speak on any Council financial or policy matter.

2. APOLOGIES FOR ABSENCE.

3. DECLARATIONS OF INTEREST.

Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you may have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw when the meeting discusses and votes on the matter.

4. MINUTES.

- i. To confirm the minutes of the meeting held on **28th April 2021**. Previously circulated.
- ii. To consider matters arising from those minutes that are not on the agenda.

5. F&GP COMMITTEE TERMS OF REFERENCE. To review and agreed the Terms of Reference.

6. PARISH COUNCIL FINANCE

- i. **INTERNAL AUDIT.** To note the final report of the 2020/21 Internal Audit.
- ii. **2021/22 EXPENDITURE PROFILE.** To review the current forecast.
- iii. **MEDSTEAD PARISH COUNCIL FUTURE PROJECTS.** To consider progress of the agreed project list.
- iv. **PARISH CLERK PAY AND CONDITIONS.** To review the current position.
- v. **REVIEW OF THE ROLE AND RESPONSIBILITIES OF PARISH CLERK.** To review the current position.

7. PARISH OFFICE. To receive an update on the project.

8. MEDSTEAD VILLAGE GREEN

- i. **Hire Fees.** To review the current hire rate structure.
- ii. **Festive Lighting quotations.** To receive quotations received for the festive lighting on the Green.

9. GRANT OPPORTUNITIES.

10. HEALTH & SAFETY REPORT. To receive a short report from the Clerk on the recent H&S training.

11. MEDSTEAD PARISH COUNCIL POLICY. To review the following policies:

- i. Death of Monarch or Other Senior Figure.
- ii. Expenses Policy.
- iii. Grants Policy.
- iv. Vexatious Policy.