



WOMBOURNE PARISH COUNCIL

Finance and General Purposes Committee Meeting

Monday 3rd October 2022

immediately following the Civic Centre Management Committee Meeting (starting at 7pm)

Council Chamber, Gravel Hill, Wombourne, WV5 9HA

Committee Members: Councillors Barry Bond MBE, Mike Davies (Vice-Chairman), Jan Evans, Mark Evans, Dan Kinsey BEM, Vince Merrick, Martin Perry, John Pike, Robert Reade, Mary Roberts (Chairman), Daisy Tait

Dear Councillor,

You are hereby summoned to the above meeting for the transaction of business as set out below. The meeting will be held in the Council Chamber, Civic Centre, Gravel Hill, Wombourne, WV5 9HA.

Rachael Wright

Mrs Rachael Wright
Clerk to the Parish Council
27th September 2022

AGENDA

Part 1 – open to the public

1. **Apologies** – *to note any apologies received from Councillors.*
2. **Declarations of Interest** – *Councillors are reminded of their responsibility to declare any disclosable pecuniary and personal interests they may have in any item of business on the agenda. 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 have a pecuniary interest, as defined by regulations made by the Secretary of State under the Localism Act 2011.*
3. **Approval of last Committee Meeting minutes from 25th July 2022** – *to approve the minutes of the last meeting.*
4. **Matters arising from 25th July 2022** – *to receive an update on any matters arising from the previous meeting.*
5. **Newsletter** – *to receive an update from the Working Group.*
6. **Christmas Light Switch On** – *To discuss the event.*
7. **SAAA central external auditor appointment arrangements** – *To consider the email regarding external audit arrangements.*
8. **Parish Council Van** – *To consider the quotation for the van and to decide whether a Parish Council van is required.*
9. **Small Business Saturday (Saturday 3rd December 2022)** – *to agree whether to run a special event on this day and which Parish Councillors will be responsible for the organisation of it.*
10. **Training resources** – *to agree to the Clerk setting up large training with external companies and inviting other Parish Council's to attend and split the cost.*

11. **Bench on Windmill Bank** – *to consider whether to support the request from Wombourne and District Community Association for a bench on Windmill Bank when directing them to the appropriate land owner.*
12. **Commemorating Her Majesty Queen Elizabeth II** – *to consider the request from a resident to plant a tree to commemorate Her Majesty’s life, and to consider the request from Dementia Singing Friends / Friendly Faces.*
13. **Budget considerations** – *to discuss any projects the Committee wish to carry out in 2023/2024 so that the Clerk can prepare quotations for the budget.*
14. **Policies** – *to approve the following policies:*
 - a. Absence Policy (no change)
 - b. Fixed Asset Policy (no change)
 - c. Business Continuity Plan (change to include Mrs S Berry)
 - d. Complaints Policy (no change)
 - e. Document Retention Policy (no change)
 - f. Publication Scheme (no change)
 - g. Vexatious Complaints Policy (no change)
 - h. Winter Weather Policy (change from CAB office to Goode Tutoring office)
 - i. GDPR Policies (no change)
 - I. Employment records, retention and erasure guidelines
 - II. Information security policy
 - III. Personal data breach
 - IV. Privacy (data protection) policy
 - V. Privacy notice for staff and Councillors
 - VI. Rights of individuals – response procedure
15. **Correspondence** – *to review any correspondence for the Committee.*

Part 2 (private)

Items which may be taken in absence of the Public and Press on the grounds that Exempt information may be disclosed as defined in the Local Government Act 1972 and Public Bodies (Admission to meetings) Act 1960.

16. **Exclusion of the Public and Press** - *Members are recommended to approve the following resolution:*

“That under Section 100 (A) (4) of the Local Government Act 1972 and the Public Bodies (Admission to meetings) Act 1960, the press and public be excluded from the meeting of the following items of business on the grounds that they involve the likely disclosure of exempt information.”

17. **Staffing** -
 - a. *To consider the Clerk’s appraisal and salary review.*