

**FOUR MARKS PARISH COUNCIL**

The Parish Office, Uplands Lane, Four Marks, GU34 5AF

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Wednesday 23<sup>rd</sup> March 2022

Dear Councillor

You are hereby summoned to attend a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** to be held on Wednesday 30<sup>th</sup> March 2022 at **6.30pm** at the Benians Pavilion, when the under mentioned business will be transacted.

Please note that social distancing will be observed, however please do not attend the meeting if you feel unwell or are experiencing any Covid 19 symptoms. Thank you.

**Yours faithfully**

*Sarah Goudie*

**EXECUTIVE OFFICER**

**A G E N D A****1. APOLOGIES FOR ABSENCE****2. OPEN SESSION – PUBLIC PARTICIPATION**

An opportunity for members of the public to raise issues of concern or interest, to ask a question or to make a statement. Public participation will be conducted in accordance with Four Marks Parish Council's Standing Orders 3 (d) – (k), with no individual speaker exceeding a maximum of 3 minutes. All public participation, and the duration of this item will be at the discretion of the Chairman.

**3. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

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, any matter in which you have a pecuniary interest. You must withdraw when the meeting discusses and votes on the matter.

**4. COMMITTEE MINUTES**

To approve and sign the minutes of the Finance & General Purposes Committee Meeting held on Wednesday 26<sup>th</sup> January 2022 (*previously circulated*)

**5. EXISTING POLICY DOCUMENTS FOR REVIEW AND UPDATING**

- 5.1 Grant Policy, to discuss amendments to include more detailed guidance
- 5.2 Standing Orders, to discuss addition of a new item on statutory training
- 5.3 Code of Conduct, to discuss updates in line with recommendations

**6. NEW POLICY DOCUMENTS FOR CONSIDERATION**

- 6.1 Business Continuity and Temporary Scheme of Delegation, to review for approval
- 6.2 Appraisal Scheme, to review for incorporation

**7. TO REVIEW EXISTING CONTRACTS AND LICENCES**

- 7.1 Open Space Contractor Contracts, to review and discuss any proposed changes
- 7.2 Licence to Occupy, Benians Pavilion, to review and discuss suggested changes

**8. TO ACKNOWLEDGE THE NJC PAYSCALES 2021**

To note the awarded 2021 increase and 2022/2023 new scale points incorporating the increase

**9. NEXT MEETING: Wednesday 27<sup>th</sup> July 2022, 6.30pm**