

FOUR MARKS PARISH COUNCIL

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

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Wednesday 24th January 2024

Dear Councillor

You are hereby summoned to attend a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** to be held on Wednesday 31st January 2024 at 12.00pm at the **Scout Hut, Uplands Lane** for the purpose of transacting the undermentioned business.

Yours faithfully

Clerk

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.

At the conclusion of the Open Session, the Council's Standing Orders will be applied.

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 the 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 the minutes of the Finance and General Purposes Committee held on 14th December 2023.

5. FOR CONSIDERATION

- 5.1 To consider creating a separate budget line for Councillor services.
- 5.2 To review fees for sports and social clubs.
- 5.3 To allocate areas for asset register review.

6. PROCEDURE AND POLICY REVIEW

- 6.1 Review of the Effectiveness of Internal Control.
- 6.2 Review of Standing Orders and Financial Regulations
- 6.3 Review Members Code of Conduct
- 6.4 To review Volunteer policy for recommendation to Full Council.

7. FOR APPROVAL

- 7.1 Purchase of Office 365 business software.

8. NEXT MEETING: TBC