

# WOOLSTON PARISH COUNCIL

To Members of the Finance and General  
Committee

Date 15 February 2019

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**FINANCE AND GENERAL COMMITTEE  
WEDNESDAY 20 FEBRUARY 2019 AT 7.00PM (or at the rising of the  
Environment and Amenities Committee whichever is the later)  
WOOLSTON NEIGHBOURHOOD HUB, HALL ROAD  
TRAINING ROOM**

## AGENDA

### Part 1

Items during the consideration of which the meeting is expected to be open to members of the public (including the press) subject to any statutory right of exclusion.

**1 Code of Conduct - declarations of interest  
Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012**

Members are reminded of their responsibility to declare any disclosable pecuniary or non-pecuniary interest which they have in any item of business on the agenda no later than when the item is reached. Declarations are a personal matter for each Member to decide.

**2. Apologies for absence**

To report the submission of any apologies for absence from members.

**3. Minutes of the previous meeting**

To confirm as a correct record the minutes of the meeting held on 16 January 2019 (enclosed).

**4. Matters of report from previous minutes**

To receive any progress reports.

**5. Annual review of procedures and documents**

Clerk to report on review of the following procedures and documents and to recommend any changes to the Council:

1. Financial Regulations.
2. Standing Orders
3. Risk assessment
4. Review of adequacy of insurance arrangements

5. Fixed asset register
6. Complaints procedure
7. Procedure for handling requests made under the Freedom of Information Act 2000 and the General Data Protection Regulations
8. Procedure for dealing with the press/media
9. The Code of Conduct
10. Rates of pay and review of employee contract.
11. Consideration of a policy for the retention of documents and a combined data protection and security policy.

6. **General Data Protection Regulations**

To consider any further action required in relation to the introduction of the General Data Protection Regulations and related legislation.

7. **Development of website**

Clerk to report on development of the website.

8. **Applications for grant aid**

To consider applications for grant aid.

9. **Business raised by Members**

To consider items raised by Members of the Council.

**Part 2**

Items of a “confidential or other special nature” during which it is likely that the meeting will not be open to the public and press as there would be a disclosure of exempt information as defined in Section 100I of the Local Government Act 1972 - NIL