

# WOOLSTON PARISH COUNCIL

To Members of the Finance and General  
Committee

Date 16 March 2018

Your ref

Our ref

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## FINANCE AND GENERAL COMMITTEE

WEDNESDAY 21 MARCH 2018 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. **Minutes of the previous meeting**

To confirm as a correct record the minutes of the meeting held on 17 January 2018 (enclosed).

3. **Butterfly Centre – reference from Council**

To consider the continued support for public use of the Centre in association with LiveWire CIC.

4. **Identification of earmarked reserves**

To consider and approve earmarked reserves.

5. **Applications for grant aid**

To consider applications for grant aid.

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## 6. 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 Data Protection Act 1998
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.

## 7. Development of website

Clerk to report on development of the website.

## 8. 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