

PARISH COUNCIL OF
SUNDRIDGE WITH
IDE HILL

SARAH CODLING
Clerk to the Council

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To: The Members of the Finance and Personnel Committee of the Parish Council of Sundridge with Ide Hill (Cllrs Baker, Banbrook, Edmonds, Evans, Jolley, Mrs Lovegrove, and Stokes)

I hereby summon you to attend a Meeting of the Finance and Personnel Committee of the Parish Council to be held in the VILLAGE HALL, **SUNDRIDGE** commencing at **7.30 p.m.** on **WEDNESDAY 19 August 2015** to transact the undermentioned business.

Sarah Codling

Clerk

AGENDA

Apologies for Absence will be given at the commencement of the meeting followed by Declarations of Interest from the Members of the Committee regarding matters being discussed at the meeting.

The business of the Committee will be taken in the following order. All matters discussed will include information items as well as:

1. To Elect Chair
2. Minutes of the meeting held on 21 April and 16 June 2015.
3. Matters arising from those Minutes.
4. To review Terms of Reference
5. Correspondence including requests for grants.
6. To receive budget statement, 31 July 2015.
7. To discuss online banking.
8. To review and approve Standing Orders
9. To review and approve Financial Regulations
10. To review and approve policies:
 - a. Disciplinary Procedure
 - b. Grievance Procedure
 - c. I.T. Data Policy
11. To discuss Big Community Fund award, Darent Relief Channel.
12. To discuss Street Lighting repairs and approve necessary expenditure.
13. Urgent issues at the discretion of the Chairman for noting or inclusion on future agenda.
14. Date of next meeting – 6 October 2015

NOTES: Members are reminded of the need for them to declare any interests which they may have on any matters coming before the Parish Council for consideration. Further advice can be sought, whenever necessary, from the Clerk.

Members are asked to be in the Village Hall in good time prior to commencement of the meeting at 7p.m. so that they may acquaint themselves with the contents of any written material laid round the table.