

ST CLEER PARISH COUNCIL

TO MEMBERS OF THE COUNCIL:

Cllrs. Prinn, Morris, Horsfield, Harbord, Smith, Piper, Pearce, Sargeant, Laybury and Gymer

Dear Members,

I hereby give you notice that an Extraordinary Finance and General Purposes Committee Council Meeting of St Cleer Parish Council will be held on **Wednesday 12th March 2025** at **7pm in the Pavilion, Sports Field, St Cleer.**

All members of the committee are hereby summoned to attend for the purpose of considering and resolving upon the business about to be transacted at the meeting as set out hereunder.

Yours Sincerely,

Katie-Marie Goodwright – Clerk / RFO

Press and public are invited to attend the meeting. Members of the public wishing to put a question to the Council can do so, 24 hours prior to the start of the meeting in writing to the Clerk - clerk@stcleerparishcouncil.gov.uk

Meetings are held in public and could be filmed or recorded by broadcasters, the media or members of the public.

Reference	Item
1.	Persons Present/Apologies To note persons, present and receive apologies for absence.
2.	Receive any Declarations of Interest from Members/Dispensations <ol style="list-style-type: none">Disclosable pecuniary interestsNon-registrable interestsDeclarations of giftsApplications for dispensations
3.	Matters arising from previous minutes <ol style="list-style-type: none">all policies updated and added to website
4.	Review and accept previous F&GP committee meeting minutes (Jan & Feb)
5.	Review the Transparency audit for 24-25 and complete
6.	Internal Control Checks Report and Review policy <ol style="list-style-type: none">a - Internal Controls policy were last reviewed reviewed Jan 25b - Carry out Annual review as per Internal Controls Policyc - Review the effectiveness of its system of internal control
7.	Review revised Approved Contractor Form to recommend to full council (changes in yellow) <ol style="list-style-type: none">review in 2 years
8.	Review revised Employee Data Privacy notice to recommend to full council (changes in yellow) <ol style="list-style-type: none">review in 2 years
9.	Review revised Equal Opportunities Policy to recommend to full council (changes in yellow) <ol style="list-style-type: none">review in 2 years
10.	Review revised HR Protocol Policy to recommend to full council (changes in yellow) <ol style="list-style-type: none">review in 2 years
11.	Date of next meeting: 9th April

Agenda Signed by: Katie-Marie Goodwright – Clerk / RFO

Date: 04.03.25

clerk@stcleerparishcouncil.gov.uk