

CHURCHILL PARISH COUNCIL

FINANCE COMMITTEE MEETING

To be held on Thursday 5 May 2011 at 7.30 pm
In the Reading Room, Churchill.

Agenda

1. Apologies for absence
2. To confirm and sign minutes of meeting held on 29 November 2010
3. Budget
 - End of year figures
 - Internal audit
4. Insurance matters
 - Alternative insurance quotation
5. Employees conditions of service
 - Employees' contracts: to have ready for new clerk
 - Appraisal: need to set up a programme so that all employees have a schedule
6. Complete list of policies and revision programme:

Original date	Title of Policy	Revisions	Next revision	On computer
1973	Standing Orders	74,76,87,89,90,06	2011	Y
2004	Financial Regulations	06,08,08	2013	Y
2006	Burial Ground Regulations	08	2012	Y
2009	Freedom of Information Act		2012	Y
2009	Grant Awarding		2012	Y
2009	Community Engagement		2011	Y
2010	Crisis management and Risk Assessment		2013	Y
2010	Aims and Objectives		2014	Y
2011	Grievance and Discipline procedure		2015	Y

7. Land and buildings update
8. Matters for information
 - Progress on Parish Clerk applications
 - Date of next meeting 4 July 2011 – should we change this to August?