

SHENLEY BROOK END & TATTENHOE PARISH COUNCIL

1 Wimborne Crescent
Westcroft District Centre
Milton Keynes
MK4 4DB



Dear Member

You are summonsed to a meeting of the Policy & Finance Committee to be held at the Parish Office, 1 Wimborne Crescent, Westcroft, on Monday 16th July at 7.15 p.m. at which the following business will be transacted.

Sharon Kerr

Parish Manager
10th July 2018

This Meeting is open to the Public

AGENDA

Policy & Finance Committee

Please ensure that all mobile phones are switched off or placed in silent mode and no calls or texts are answered during the meeting.

- 1. Members Present**
- 2. Apologies**
To receive and accept apologies from Members.
- 3. Declarations of interest**
To receive declarations of any personal or prejudicial interest in matters under consideration on this agenda in accordance with the Parish Council's Standing Orders.
- 4. Terms of Reference**
To approve Terms of Reference for this Committee.
- 5. Public time**
A short adjournment will take place for members of the public to raise issues of concern.
- 6. Minutes**
To approve the minutes of the meeting held on Monday 23rd April and to receive reports on any matters arising, which are not included elsewhere on this agenda.

Email: Sharon.kerr@shenleybrookend-pc.gov.uk / www.shenleybrookend-pc.gov.uk
Telephone: 01908 521538

7. Council Policies

To agree Council Policies for recommendation to Full Council.

Code of Conduct

Standing Orders

Casual Vacancy & Co-Option of Councillors

Emergency Plan

Purchase Order Procedure

Terms of Reference Planning, Community & Environment

Van Driver's form

Van Driver's form Annual

Vehicle Use Procedure

Staff Handbook

Staff Handbook Resume

IT Policy & Procedure

Privacy Policy

Data Protection and Use of Personal Data

8. Finance

To receive finance report for first quarter of 2018/19.

9. Website

To discuss website quotations and to make recommendations to Council.

10. Staffing

Staffing update.

11. Date of next meeting –15th October 2018