

# KEMPSEY PARISH COUNCIL

Mrs S Baxter  
Clerk and Financial Officer

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Dear Councillor

**YOU ARE DULY SUMMONED TO ATTEND THE FINANCE AND GENERAL PURPOSES  
COMMITTEE MEETING OF KEMPSEY PARISH COUNCIL TO BE HELD ON  
MONDAY 23<sup>rd</sup> FEBRUARY 2015 AT 7.00 PM  
IN THE COMMUNITY CENTRE**

**where the business set out in the agenda below will be transacted.**

*S BAXTER*

Clerk

Tel: 01905 828183

16<sup>th</sup> February 2015

## AGENDA

1. Apologies: To receive apologies and to approve the reason for absence
2. Declarations of Interest
  1. Register of Interests: Councillors' are reminded of the need to update their register of interests.
  2. To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
  3. To declare any Other Disclosable Interests in items on the agenda and their nature.

Councillors' who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the Code of Conduct, **must leave the room for the relevant item/s unless a Dispensation has been granted.**

Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

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### **The meeting will be adjourned for Public Question Time**

The time allocated is at the discretion of the Council/Chairman. Residents are invited to give their views and question the Parish Council on issues on the agenda, or raise issues for future consideration at the discretion of the Chairman. Members of the public may not take part in the Parish Council meeting itself. This period is not part of the formal meeting; brief notes will be appended to the minutes.

3. Minutes: To consider the adoption of the minutes of the Finance and General Purposes Committee meeting of 24<sup>th</sup> November 2014.
4. Progress of review of Standing Orders, Financial Regulations and current official Council approved procedures and protocols to include:-
  1. Review Standing Orders
    - a) To clarify budget/precept procedure to aid transparency
    - b) To consider amending Committees from five member to seven
    - c) To amend clause to state that the clerical assistant should leave the room
    - d) Clarification of who can or cannot stay during confidential session
    - e) Amendments to consider changes to planning (Cllr Geens)
  2. Review Financial Regulations
    - a) To amend financial regulations to permit non-emergency expenditure by Councillors up to the value of £100 to be pre-authorised by the Clerk who will maintain a record of request

3. Communication Policy
4. Complaints Procedure
5. Document Retention Policy
6. Publication Scheme
7. Procurement Process

5. To consider maturity reinvestments of money held in Nat West and Close Brothers Accounts.
6. To consider new maturity investment to transfer money from current account.
7. To consider printing and distribution costs of Parish newsletter and Emergency Plan.
8. Request to conclude the operation of the Parish office as per Cllr Bowley's request.
9. To discuss the production/display of confidential minutes and redactions, taking into consideration advice from CALC.
10. To review ink and paper usage
11. To review the website and upkeep of contents.