

# BOX PARISH COUNCIL

**Mrs.M.S.CAREY**  
Clerk to the Council

**COUNCIL OFFICE**  
**THE PARADE**  
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**Office Hours**

Monday & Thursday  
9.30 – 12.30  
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5<sup>th</sup> April 2022

Dear Councillor,

You are summoned to a meeting of the **Policy and Finance Committee** to be held **at the Parish Council Offices** on **Monday 11<sup>th</sup> April 2022** commencing at **7.30 p.m.** to consider the following Agenda.

Please give apologies to the Committee Chairman or Clerk prior to the meeting

Yours sincerely

*M.S. Carey*

**Margaret Carey**  
**Clerk**

## **A G E N D A**

1. To receive any apologies for absence
2. Declaration of Interests relating to items on the Agenda
3. Public Question Time
4. To receive the Minutes of the Meeting held on 14<sup>th</sup> March 2022 and any matters arising from the Minutes
5. Review of Policies
  - Procurement Policy - Version 2 following issues raised at the Full Council meeting
  - Disciplinary Policy – review by Cllr Case
  - Grievance procedure – review by Cllr Case
  - Forward Plan - update
6. Financial matters – Clerk’s report
7. Legal Matters
8. Items for discussion:
  - Review of Terms of Reference for Committees to include expectations of Chairs of Committees to liaise with the Clerk prior to meetings – following issues raised at the recent Appraisal meeting
  - Discussion on policies that should be put onto the website ie Data Protection policies; Freedom of Information Policy and Publication Scheme and Complaints Procedure
  - Discussion on article for the Parish Magazine re the Climate Strategy Action Plan, including a letter from the editor of the Parish Magazine
  - Discussion on the sale of the generator
9. To receive any correspondence
10. To receive accounts for payment
11. Highway matters – update on issues
  - Agenda for the CATG meeting 13<sup>th</sup> April
12. Any items of report or future agenda items
13. Date of next meeting – 16<sup>th</sup> May 2022