

# 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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7<sup>th</sup> June 2022

Dear Councillor,

You are summoned to a meeting of the **Finance and Governance Committee** to be held **at the Parish Council Offices** on **Monday 13<sup>th</sup> June 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 Policy & Finance Committee Meeting held on 16<sup>th</sup> May 2022 and any matters arising from the Minutes
  - Sale of generator - update
  - Review of Emergency Plan
5. Review of Policies
  - Policies to be reviewed by the Finance & Governance Committee
  - Update on Disciplinary Policy and Grievance procedure - Cllr R. Case
6. Financial matters
  - Monitoring reports – End of year reports
  - Discussion on procedure for agreeing accounts for payment
7. Draw up Terms of Reference for the Finance & Governance Committee
8. Forward Plan - updates
8. To receive any urgent correspondence
9. To receive accounts for payment
10. Any items of report or future agenda items
11. Date of next meeting – 15<sup>th</sup> August 2022