



BEMBRIDGE PARISH COUNCIL

The Clerk to the Council,
5 Foreland Road, Bembridge, Isle of Wight, PO35 5XN
Tel: 01983 874160 Email: clerk@bembridgepc.org.uk



**Staffing & Finance Committee meeting to be held at 5.30pm on the
11th October 2022 at the Village Hall, Bembridge (Small Hall)**

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

Please note that this meeting will be digitally recorded

PUBLIC FORUM – There will be up to 15-minutes available for questions from members of the public.

1. Apologies for Absence

To receive apologies for absence

2. Declarations of Interest

To receive declarations of pecuniary or other interests relating to items on agenda

3. Minutes of the Last Meeting

To receive for approval minutes of the Staffing & Finance Committee meeting held on 12th July 2022

4. Terms of Reference (brought forward from 12th July 2022 Meeting)

To review and agree Terms of Reference for this Committee

5. Finance

To receive and discuss the 2nd Quarter budget report for financial year 2022 - 2023

6. Revise Bank Mandates

To agree to revise the bank mandates to reflect current staffing & councillor responsibilities

7. Lone Working Policy

To review and agree the Lone Working Policy

8. Exclusion of Public & Press

To resolve that in accordance with s.1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the press and public will be excluded from the following items, having due regard to the confidential nature of the business to be transacted.

9. Review of Cleaning Contract

- i. To receive and review the Parish Council's Cleaning contract
- ii. To delegate authority to Officers to appoint a cleaning contractor for the Parish Council offices within the budget agreed.
- iii. To agree office cleaning budget.

10. Review Health and Safety Report

To receive and review report and agree actions to be taken

11. Procedural

To review the current sanctions under the Vexatious Policy and agree future actions.

12. Staffing

To receive an update on staffing issues and agree actions to be taken.

DATE OF NEXT MEETING – 4th January 2023 – to be confirmed

Mark Rochell

Responsible Financial Officer
Bembridge Parish Council

5th October 2022