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## AGENDA OF THE POLICY, FINANCE & HR COMMITTEE TO BE HELD ON WEDNESDAY 29<sup>TH</sup> MAY 2024, 2.00PM AT BROCKWORTH COMMUNITY CENTRE

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### AGENDA

1. **To elect a Committee Chairperson and Vice Chair for the forthcoming year and to vote on any councillors who wish to join this committee**
2. **Attendance of Councillors to be recorded**
3. **To note any apologies for absence**
4. **To record any declarations of interests on matters on the agenda**
5. **To receive any public representations at the discretion of the Committee Chair**
6. **To approve the minutes of the Policy & Finance Committee held on 22<sup>nd</sup> March 2024 and the minutes of the HR Committee held on 5<sup>th</sup> February 2024**
7. **To consider business relating to council finances**
  - (a) To consider increase to budget heading 2030 (Business Rates) due to increase in rates for next year.
  - (b) To consider earmarking funds to place in reserve for Clerk Contingency Cover which is currently at £0 balance.
  - (c) To consider creating an earmarked reserve for Events Income so money raised can be saved up for future events and activities
8. **To review Council's Risk Management Schedule and approve the recommended changes**
9. **To review and approve Council's Code of Conduct**
10. **To review and approve Council's Publication Scheme**
11. **To review and approve Council's Memorial Bench & Tree Policy**
12. **Exclusion of press and public – Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, to resolve to exclude the public and press from the remainder of the meeting to protect the confidential nature of the business to be transacted.**
13. **To receive a staffing update and consider any staffing issues**
14. **To consider request for additional contracted hours for cleaner in community centre**
15. **To receive a verbal report from the Clerk on any urgent correspondence relating to the work of the Committee**
16. **To note the date of the next Policy, Finance & HR Committee which will be held on Wednesday 30<sup>th</sup> October at 2pm at Brockworth Community Centre.**