



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



Dear Councillor,

Members of the **GP&F Committee** are hereby summoned to attend whilst non-members have discretionary attendance to:- **A Meeting of the GENERAL PURPOSES & FINANCE COMMITTEE at TOWER HALL on Thursday, 12th April, 2018 at 7.30pm** when the under-mentioned business will be transacted.

S Stannard

S Stannard – Clerk to the Parish Council

AGENDA

1. APOLOGIES, APPROVAL OF ABSENCE, PROTOCOL & CONDUCT REMINDERS
2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 8th February 2018
3. DECLARATIONS OF COUNCILLOR INTEREST
4. PUBLIC PARTICIPATION
 - a. To Identify Public Participation with Respect to Items on this Agenda
 - b. County Councillor Report
 - c. District Councillor Report
 - d. Public Forum – Members of Public/Parish Councillors May Speak on Any Matter
5. PUBLIC SPACE PROTECTION ORDERS UPDATE – MR R BEST, SUFFOLK COASTAL DISTRICT COUNCIL
6. POLICE MATTERS AND REPORT FROM SAFER NEIGHBOURHOOD TEAM
 - a. SNT Monthly Report and Tasking Priorities
 - b. Update Regarding Service Level Agreement for Funded Police Community Support Officer (with Kesgrave Town Council)
7. FINANCE MATTERS
 - a. To Approve the Unaudited Financial Accounts for the Year Ending 31st March 2018
 - b. To Report Internal & External Audit Dates
 - c. To Note Renewal of Information Commissioner's Office (ICO) Data Protection Subscription
 - d. To Note Renewal of Institute of Cemetery and Crematorium Management (ICCM) Subscription
 - e. To Consider Appointment of DPO Centre as Data Protection Officer for 2018-19
 - f. To Consider Society of Local Council Clerks Subscription
 - g. To Consider Purchase of Laptop and Publishing Programme for Assistant Clerk, Office 365 for Parish Office and Encryption of Data on Hard Drives and Laptops
8. CEMETERY MANAGEMENT REPORT
 - a. To Note the Record of the Cemetery Management Advisory Panel Meeting Dated 06/03/2018
9. NEWSLETTER & WEB EDITORIAL BOARD REPORT
 - a. To Note the Record of the Newsletter, Web and Editorial Advisory Panel Meeting Dated 05/03/2018
10. TO CONSIDER THE ANNUAL PARISH MEETING FORMAT
11. GENERAL PARISH MATTERS AND CORRESPONDENCE
 - a. To Note Matters Arising Since Publication of Agenda
 - b. Dates to Note
12. DETERMINATION OF ITEMS FOR FUTURE AGENDA
13. PERSONNEL AND LEGAL MATTERS

NOTE: This item is subject to exclusion of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960.

 - a. To Review Completion of Probationary Period of Assistant Clerk
 - b. Clerk - To Review Salary With Effect From 1st April 2018
 - c. Assistant Clerk – To Review Salary With Effect From 1st April 2018
 - d. To Note Changes to Nest Contributions from 1st April 2018
 - e. Cemetery Boundary Dispute
14. CLOSE OF MEETING

Mrs S Stannard, Clerk.

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