



# Long Stratton Town Council

Manor Road, Long Stratton, Norwich, NR15 2XR

Chairman: Mr Kevin Worsley. Clerk: Mrs B Buck

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## AGENDA AND NOTICE OF MEETING

**Members of the Finance and Policy Management Committee are summoned to attend a Finance and Policy Management Committee meeting which is to be held on 5<sup>th</sup> October 2020 at 7pm on Zoom**

1. To consider apologies for absence
2. To receive disclosures of interest and dispensations
3. To confirm the minutes of the previous Finance and Policy Management Committee meeting held on the August 24<sup>th</sup> 2020.  
[August 24<sup>th</sup> 2020](#)
4. Finance
  - a. Bank reconciliation to date (to be tabled)
    - i. August 2020
    - ii. September 2020
  - b. Budget control report (to be tabled)
5. Policies for adoption, new and amendments for recommendation to Council
  - a. Bullying and Harassment policy  
[Bullying and harassment policy](#)
  - b. Complaints procedure  
[Complaints procedure](#)
  - c. Disciplinary policy  
[Disciplinary policy](#)
6. To discuss and decide on SIM card requirements and WIFI for tablets
7. To discuss and decide on signatories for Unity Trust
8. To close the meeting to press and public under the Public Bodies (Admissions to Meetings) Act 1960 due to the disclosure of confidential information (land, contracts, staffing matters)
9. To discuss and decide on WIFI & phone contract.
10. To discuss and decide on terms and conditions for a Caretaker role for when the Pavilion is reopened.
11. To discuss and decide on recommendations following appraisals for
  - a. Clerk
  - b. Groundsman
  - c. Admin Assistant