



BURTON GREEN PARISH COUNCIL



11th March 2025

Dear Councillors,

Members are hereby summoned to attend a meeting of the **Finance and General Purposes Committee**, to be held in the Tacon Room at Burton Green Village Hall, Red Lane on **Monday 17th March 2025 at 6:45pm**. If you are unable to attend, please send your apologies to the Clerk in writing before the meeting.

Helen du Bois
Clerk to Burton Green Parish Council

Members of the public and press are welcome to attend. This meeting may be recorded, filmed or broadcast without prior notice to the Parish Council, provided that such activity does not impede the conduct or business of the meeting.

AGENDA

1. **Apologies for absence:** To receive apologies submitted to the Clerk and approve reasons for absence.
2. **Declarations of Interest:**
 - Councillors are reminded of the need to update their register of interests.
 - To declare any interests in items on the Agenda and their nature.
 - To receive and consider written requests for new DPI (disclosable pecuniary interests) dispensations on items relating to the Agenda.
3. **To approve the minutes of the Finance and General Purposes Committee meeting held on 11th February 2025**
4. **Public participation:** Residents are invited to give their views and raise questions to the Committee solely on items listed on this agenda, during which:
 - Individual members of the public are permitted to speak for no more than 3 minutes
 - Committee members cannot pass a resolution on matters raised during the public participation session
 - Members of the public may not take part in any other part of the meeting without requesting the permission of the Chairman
5. **To receive the Finance Report and consider the invoices for payment**
6. **To note the VAT126 claim for 2024/25**

7. To retrospectively approve the purchase of an advertising banner at a cost of £58.00 + vat
8. To note the contractual increase of the Clerk's salary scale to SCP21 on 1/4/25
9. To consider the estimated costs for installing a dog waste bin at the footpath between nos. 147 and 151 Cromwell Lane
10. To review the recommended changes to the following documents regarding the new Finance & General Purposes Committee:
 - Financial Regulations
 - System of Internal Control and Internal Audit
 - Risk Management Policy
11. Close

END

Councillors are reminded of their legal duty to consider all aspects of equal opportunities, crime prevention, unlawful discrimination, biodiversity of the natural habitat and other practices when making decisions at the meeting.

Clerk to the Council: Helen du Bois
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