



BIRSTALL PARISH COUNCIL

Council Offices, Birstall Road, Birstall,
Leicester, LE4 4DH

☎ 0116 267 6191
✉ admin@birstallpc.org.uk

www.birstallpc.org.uk
VAT Registration No: 115 1127 23



The next Meeting of the Management and Policy Committee will be held in the **COUNCIL OFFICES**, Birstall Road, Birstall on **MONDAY 5 SEPTEMBER 2016 at 10:00am**.

Members of the public and press are cordially invited to attend.

Sue Coulson - Clerk to the Council
30 August 2016

AGENDA

- 1 Apologies for absence
- 2 Disclosure of Pecuniary and/or Personal Interests / Requests for Dispensations.
- 3 To sign as an accurate record the minutes of the meeting held on 1 August 2016.
- 4 Public Participation: Residents are invited to give their views or question the Committee on items on this agenda, or raise items for future consideration at the discretion of the Chairman.
- 5 Standing Items:
 - (a) To arrange Councillor's monthly audit of the bank reconciliations for August 2016.
 - (b) To receive the Clerks Timesheet for August 2016.
 - (c) To receive the Clerks Holiday Request Form.
- 6 To review existing Council Policies, Procedures and related items.
- 7 To consider, approve and authorise Membership of SLCC - £284
- 8 To consider excluding the press and public (by resolution) under the Public Bodies (Admission to Meetings) Act 1960 for the following items due to the confidential nature of the business (Staffing Matters) to be transacted.
- 9 Staffing Matters:
 - a) Holiday Cover
 - b) Christmas event / Staff Attendance
- 10 Date of Next Meeting: Monday, 3 October 2016 at 10:00am