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# SAWSTON PARISH COUNCIL

Link Road, Sawston, Cambridge CB22 3GB

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Dear All

## **FINANCE & GENERAL PURPOSES COMMITTEE**

You are summoned to a meeting of the Finance & General Purposes Committee to be held in **PARISH COUNCIL OFFICE, LINK ROAD, SAWSTON** on **Tuesday 20 March 2018 at 7.30pm** for the transaction of the undermentioned business.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'Joanne Keeler'.

Joanne Keeler

Parish Clerk

15 March 2018

## **A G E N D A**

1. Apologies for absence
2. Declaration of Interest for this meeting
3. Confirm and Sign Minutes of the meeting held on 28 November 2017
4. Matters arising
5. To Confirm the Council has:
  - An appropriate level of insurance cover.
  - Operated an effective system of internal control and financial management.
  - An up to date list of cheque or electronic banking signatories
  - Up to date accounts
  - An up to date version of financial regulations
  - An up to date version of Governance and Accountability
  - An up to date version of Standing Order
  - An up to date version of Code of Conduct
6. Data Protection Update
7. To discuss GOV.UK domain name
8. Discuss corporate email addresses for all councillors
9. To discuss the Parish Council website.
10. To discuss Staff mobile phone contract.
11. Councillors issues and Agenda items for next meeting – F & GP Only