



Serving the community

# Blaby Parish Council

Manager: Mrs V Jepson

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There will be a **MEETING OF THE STAFF, POLICY & FINANCE COMMITTEE**  
in the Acorn Room at Blaby Civic Centre, 22-24 Leicester Road on  
Tuesday, 20<sup>th</sup> February 2018 at 7:00 pm.

## **AGENDA**

1. **Apologies for Absence.**
2. **To Receive Members Disclosures of Interest & Requests for Dispensations in Accordance with the Code of Conduct.**
3. **To Report Update on Staff Training & Meetings:-**
  - a) Code of Conduct.
  - b) Data Protection & Freedom of Information for Local Councils.
  - c) Effective Local Council Minutes.
  - d) Granting, Exercising and Transferring Rights of Burials.
  - e) Traffic Management for Community Events.
4. **To Consider Staffing Matters.**
5. **To Receive Managers Report.**
6. **To Consider Data Protection Officer.**
7. **To Consider General Policy 20 – Volunteers.**
8. **To Consider Contract for Maintenance of Fire Extinguishers.**
9. **To Consider Quotations Received for Emergency Lights, Intruder Alarm & Fire Alarm Checks.**
10. **To Report Update on Offices to Let at Blaby Civic Centre.**
11. **To Consider Civic Centre Booking Form.**
12. **To Consider Civic Centre Security Barrier.**
13. **Correspondence:**
  - a) Citizens Advice Leicestershire – Letter of Thanks.
14. **Correspondence Received After Issue of Agenda: For Information Only.**
15. **Chairman's Time.**  
*Members of the Public are welcome to attend the meeting and speak at the Invitation of the Chairman.*

Mrs V Jepson

Manager to Blaby Parish Council

15<sup>th</sup> February 2018