



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** at Blaby Civic Centre, 22-24 Leicester Road on Tuesday, 2<sup>nd</sup> November 2016 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 Consider Staffing Matters:-**
  - a) **Events /Admin Clerk.**
4. **To Receive & Consider Job Evaluation Report.**
5. **To Consider Employees Pay and Condition of Working & Salary Banding Scales.**
6. **To Report Update on Civic Centre IT.**
7. **To Consider Quotations received:-**
  - a) **Emergency Light, Fire Alarm & Intruder Alarm - Annual Inspection**
  - b) **Plastering**
  - c) **Boiler – Annual Inspection Report**
  - d) **Electrical Installation (EICR) at Blaby Civic Centre**
8. **To Report Update on Civic Centre Meeting Rooms.**
9. **To Consider Risk Management.**
10. **To Review the Effectiveness of the System of Internal Audit.**
11. **To Consider 2017/18 Budgetary Requirements & Possible New Projects.**
12. **Correspondence Received After Issue of Agenda: For Information Only.**
13. **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

27<sup>th</sup> October 2016