



DEEPING ST JAMES PARISH COUNCIL

The Institute, 38 Church Street, Deeping St James, Peterborough PE6 8HD

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Parish Clerk: Julie Fortnum

Dear Councillors Bowell, Gilbert, Halls, Hosking, Laws, Neville, Shinkins-Hoppe and Stevens.

You are hereby summoned to attend a meeting of the Finance, Policy and Personnel Committee to be held in the meeting room at the Institute 38 Church Street Deeping St James PE6 8HD at **8.00pm on Tuesday 03 June 2025**.

The business to be dealt with at the meeting is listed in the agenda.

Julie Fortnum

Julie Fortnum
Parish Clerk
Issued Wednesday 28 May 2025.

AGENDA

26.01 To elect a Chairperson

26.02 To receive apologies of absence.

26.03 To receive any declarations of interest.

26.04 To adopt the minutes of the previous meeting held on Tuesday 8 April 2025.

26.05 To receive the Clerk's report.

26.06 To receive a report of the financial position as at 28 May 2025.

26.07 To receive a report on the income and expenditure against budget for the period 1 April 2024 to 28 May 2025.

26.08 To receive the revised Standing Orders taking into account the amendment agreed in minute 25.60 of the meeting on 8 April 2025 and the changes within the Procurement Act 2023 and Regulations 2024

26.09 To receive the following draft policies:

1. Environmental and Sustainability (Councillor Laws)
2. Grants (Councillor Halls)
3. Records retention (Parish Clerk)

26.10 To consider adopting the following policies:

1. CCTV policy
Example provided from Caddington Town Council
2. IT policy

Guidance - [SAPPP 2025 - Why Every Parish and Town Council Now Needs an IT Policy](#)

Example provided from Frodsham Town Council

26.11 To consider the HR documentation review received from an Independent Human Resources provider along with and the quotation for the completion of the work

26.12 To note the date of the next meeting – 8pm Tuesday 12 August 2025