



# 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