

KING'S SUTTON PARISH COUNCIL

King's Sutton Millennium Memorial Hall, Astrop Road, King's Sutton
Banbury OX17 3PG

Tel: 01295 816905

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The next Meeting of the
FINANCE GOVERNANCE & POLICY COMMITTEE
will be held on
TUESDAY 16TH SEPTEMBER 2025 in the ASTROP ROOM,
KING'S SUTTON MILLENNIUM MEMORIAL HALL
at **7.30 P.M.**

Members of the Public and the Press are invited to attend

AGENDA

Chairman's Announcement: **The Openness of Local Government Bodies Regulations 2014**

1. To receive Apologies and Approve the Reasons for Absence
2. To invite Declarations of Interest:
 - 2.1 Disclosable Pecuniary Interests
 - 2.2 Other/Personal/Non-Statutory Interests
 - 2.3 To receive Requests for Dispensations
3. Public Participation: an opportunity for members of the public to address the Committee on items listed on the Agenda
4. To confirm the accuracy of the Minutes of the Meeting held 22nd July 2025
5. RFO Report
6. Internal Controls 2025-26:
 - 6.1 To review the Receipts and Payments Account to 12th September 2025
 - 6.2 To receive the report of the Internal Control Councillor (2025/26) for Q1+2
 - 6.3 To review reserves and consider any virements
7. Budgetary Allocation for Biodiversity: to consider detailed proposal
8. Beekeeping: to consider detail of proposal relating to additional hives being sited on the cemetery land
9. Requests for financial support: to consider

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10. King's Sutton Mill Lane Cemetery
 - 10.1 Memorial regulations:
 - 10.1.1 To review policy with regards to the placing of silk and plastic flowers
 - 10.1.2 To consider correspondences relating to the placing of kerbing/gravel in the New Extension Section and determine any further action required
 - 10.2 Risk Assessments/ topple test: to note report from the Clerk
11. Project Updates:
 - 11.1 Cemetery Extension: to determine actions for 2025/26
 - 11.2 Inclusive Play Equipment
12. Policy/Documentation Reviews:
 - 12.1 To note updated schedule
 - 12.2 Email Protocol: review
 - 12.3 Continuity Planning
 - 12.4 Code of Practice for Handling Corporate Complaints: review
 - 12.5 General Data Protection Regulations:
 - 12.5.1 Security Compliance checklist
 - 12.5.2 Councillor Resignation checklist
 - 12.5.3 Inventory of Personal Data
 - 12.5.4 Retention and Disposal Policy
 - 12.5.5 Appendix to Retention and Disposal Policy:
 - 12.5.6 Data Protection Policy:
 - 12.5.7 Privacy Notice:
 - 12.5.8 Subject Access Requests Policy:
 - 12.5.9 Data Breach Policy:
 - 12.5.10 Flowchart:
13. Quarterly Review of Statement of Key Objectives
14. Flooding: to receive updates and to consider recommendations
15. To make arrangements for the Clerk's Annual Appraisal
16. To receive items for the next Meeting of the Finance Governance & Policy Committee (18th November 2025)

Signed: 
Clerk

Date: 11th September 2025