



BEAUDESERT & HENLEY IN ARDEN JPC
MEMBERS' PROPOSALS FORM

To all Councillors, Beaudesert & Henley in Arden JPC,

In accordance with the Local Government Act 1972, I kindly request that you provide a written proposal for debate at an upcoming meeting (7th October 2024), subject to approval by the Chair. Please complete the section below and submit your proposal at your earliest convenience to allow sufficient time for review or, handed to me at the pre-meeting on Tuesday 1st of October 2024.

Proposal for Debate:

Category:

- Town Upkeep
- Green Spaces
- Traffic
- Parking
- Welfare
- Environmental
- Social Amenities
- Other (please specify): **Administration**

Title of Proposal: **Policies, Procedures & Registers**

Details of Proposal:

1. Situation – at least 10 Policy, Procedure & Register documents out of date
2. Proposal – Members assigned (mini WP's) to ensure all of the above are reviewed, brought up to date and proposed for adoption at Novembers open meeting. Asset register update may need to be split between all Members for a full audit.
3. Known documents in question as per below but there may be more – Clerk to advise and confirm if any missing:
 - Assets and Investments Register
 - Finance Regulations
 - Financial Risk Register
 - Standing Orders
 - Reserves Policy
 - Risk Register
 - Grants Application T's & C's Forms
 - Code of Conduct
 - Complaints Procedure
 - Data Protection Policy

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Submitted by: **Sandy McCaskie**
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Thank you for your cooperation.

Kind regards,

Name

Date.....