



HENFIELD PARISH COUNCIL
FINANCE RISK & CHANGE GOVERNANCE COMMITTEE

Notice of a meeting of the **Finance Risk & Change Governance Committee** to be held on **Wednesday 18th September 2024 at 10:30am** in the Committee Room at The Henfield Hall.

A G E N D A

1. **DECLARATION OF MEMBERS' INTERESTS**
2. **APOLOGIES**
3. **APPROVAL OF THE MINUTES OF THE MEETING HELD ON 17th JULY 2024**
4. **MATTERS ARISING**
 - a) Cemetery Lighting - Update.
5. **OPEN FORUM**
6. **CHAIRMAN'S ANNOUNCEMENTS**
7. **CONSIDER INSURANCE QUOTES RECEIVED FROM CLEAR COUNCILS AND GALLAGHER**
8. **CONSIDER A REQUEST FOR A CONTRIBUTION TO THE B P GUILD TOWARDS THE TOILET FACILITIES PROVIDED AT THE SUMMER FAIR**
9. **CONSIDER A REQUEST FROM THE YOUTH CLUB FOR FURTHER FUNDING**
10. **CONSIDER THE PURCHASE OF A GAZEBO FOR PARISH COUNCIL EVENTS**
11. **APPROVE THE HENFIELD PARISH COUNCIL INTERNAL CONTROLS**
12. **MOTION: TO APPROVE THE UPDATED DATA PROTECTION POLICY 2024**
13. **MOTION: TO APPROVE EXPENDITURE OF £2,675 FROM THE CIL RESERVE FOR THE THREE NEW SIGNS AT THE ENTRANCES TO THE VILLAGE**
14. **MOTION: TO APPROVE THE GDPR OPERATING PROCEDURES**
15. **MOTION: TO APPROVE THE RETENTION GUIDELINES FOR HENFIELD PARISH RECORDS**
16. **CONSIDER THE FREQUENCY OF MEETINGS OF PARISH COUNCIL COMMITTEES**
17. **FINANCE**
 - a) Confirmation of Reconciliation of Bank Accounts (July & August).
 - b) Internal Controls (To Include Audit Check of Expenditure) – (July & August).
 - c) Budgets For the 2025/26 Financial Year
18. **ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS**
19. **DATE OF NEXT MEETING** – 16th October 2024.

Published Friday 13th September 2024.

Clerk to Henfield Parish Council