

HENFIELD PARISH COUNCIL - FINANCE RISK & CHANGE GOVERNANCE COMMITTEE

You are summoned to a meeting of the **Finance Risk & Change Governance Committee** to be held on **Tuesday 15th September 2020 at 7:00 pm** via Zoom Conferencing.

A G E N D A

1. **DECLARATION OF MEMBERS' INTERESTS**

2. **APOLOGIES**

Cllr E Goodyear.

3. **APPROVAL OF MINUTES OF MEETING HELD ON 18th AUGUST 2020**

4. **MATTERS ARISING**

- a) Clerk to Circulate the New Disciplinary Procedure to All Staff.
- b) Amendment to Financial Regulations. Cllr Eastwood to Report
- c) Update of Grievance Policy.

OPEN FORUM

5. **CHAIRMAN'S ANNOUNCEMENTS**

- a) National Joint Council for Local Government Services – Increase to Salary Pay Scales.
- b) Parish Office Reopening.
- c) Committee Meeting Schedule
- d) Consider Whether to Continue With Zoom Conferencing for Committee Meetings

6. **COUNCIL COMMITTEES – KEY ISSUES**

7. **HEALTH AND SAFETY AND BUSINESS CONTINUITY RISK REGISTERS – REVIEW OF ANY CURRENT ISSUES**

8. **INFRASTRUCTURE DELIVERY PLAN – FUNDING AVAILABLE AND EXPIRY DATES**

9. **ADDITIONAL PARISH COUNCIL PERSONNEL DOCUMENTS**

10. **FINANCE**

- a) Confirmation of Reconciliation of Bank Accounts (August).
- b) Internal Controls (To Include Audit Check of Expenditure) – Stonepit Nurseries Ltd (£2,281.50), Teknomek (£672.00) and Legal & General (£410.24).
- b) Progress Report 2020/21.
- c) Remove and Replace Individuals on the HSBC and Nat West Bank Mandates.

11. **ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS**

12. **DATE OF NEXT MEETING** - Tuesday 20th October 2020.

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To obtain details of the Zoom conferencing, please contact the Parish Office on office@henfield.gov.uk



Clerk to Henfield Parish Council