

HENFIELD PARISH COUNCIL - FINANCE RISK & CHANGE GOVERNANCE COMMITTEE

Notice of a meeting of the **Finance Risk & Change Governance Committee** to be held on **Tuesday 20th October 2020** at **7:00 pm** via Zoom Conferencing.

A G E N D A

1. **DECLARATION OF MEMBERS' INTERESTS**
2. **APOLOGIES**
3. **APPROVAL OF MINUTES OF MEETING HELD ON 15th SEPTEMBER 2020**
4. **MATTERS ARISING**
 - a) Consider Existing Staff for Cleaning Job in the Parish Office
 - b) Changes to Bank Mandates
 - c) Grievance Review
5. **OPEN FORUM**
6. **CHAIRMAN'S ANNOUNCEMENTS**
 - a) Community Resilience
 - b) Budgets for 2021/22
 - c) Society of Local Council Clerks – Virtual National Conference
7. **COUNCIL COMMITTEES – KEY ISSUES**
8. **HEALTH AND SAFETY AND BUSINESS CONTINUITY RISK REGISTERS – REVIEW OF ANY CURRENT ISSUES**
9. **HENFIELD PARISH COUNCIL SEVERE WEATHER PLAN**
10. **AGREE DRAFTS OF PARISH COUNCIL PERSONNEL DOCUMENTS**
 - a) Performance Management Policy
 - b) Training & Development Policy
 - c) Equality & Diversity Policy
11. **FINANCE**
 - a) Confirmation of Reconciliation of Bank Accounts (September).
 - b) Internal Controls (To Include Audit Check of Expenditure) – Local Government Pension Scheme (£886.22)
 - c) Progress Report 2020/21 – Including External Audit
 - d) Insurance Policy for 2020/21
 - e) Community Transport Sussex Bus Service
 - f) Consider the Use of General Reserves for Cemetery Extension
 - g) Use of Parish Council Zoom Account
12. **ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS**
13. **DATE OF NEXT MEETING** - Tuesday 17th November 2020.

Published 15th October 2020.

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