

HENFIELD PARISH COUNCIL - FINANCE RISK & CHANGE GOVERNANCE COMMITTEE

Notice of a meeting of the **Finance Risk & Change Governance Committee** to be held on **Tuesday 15th December 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 20th OCTOBER 2020**
4. **MATTERS ARISING**
 - a) Consider Existing Staff for Cleaning Job in the Parish Office
5. **OPEN FORUM**
6. **CHAIRMAN'S ANNOUNCEMENTS**
7. **HENFIELD DIGITAL STRATEGY**
 - a) Report from Paul Crowe
8. **APPROVAL OF 2021/22 BUDGETS FOR SUBMISSION TO FULL COUNCIL**
 - a) Consider Increase In Wildlife Planting Budget from £500 to £1,000
9. **APPROVAL OF 2021/22 PRECEPT FOR SUBMISSION TO FULL COUNCIL**
10. **AGREE DRAFT OF RECRUITMENT & SELECTION POLICY**
11. **COUNCIL COMMITTEES – KEY ISSUES**
12. **HEALTH AND SAFETY AND BUSINESS CONTINUITY RISK REGISTERS – REVIEW OF ANY CURRENT ISSUES**
13. **FINANCE**
 - a) Confirmation of Reconciliation of Bank Accounts (October and November).
 - b) Internal Controls (To Include Audit Check of Expenditure) – ATS Machinery Ltd (£921.28) and Tracmaster Ltd (£16.00)
 - b) Progress Report 2020/21
 - c) Bowls Club – S106 Request
 - d) Switch £2,500 from Kingsfield Account
 - e) Consider Payments to the Henfield Church and the Henfield Club
 - f) Staff Salaries
14. **ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS**
15. **DATE OF NEXT MEETING** - Tuesday 19th January 2021.

Published 10th December 2020.

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