

HENFIELD PARISH COUNCIL - FINANCE RISK & CHANGE GOVERNANCE COMMITTEE

Notice of a meeting of the **Finance Risk & Change Governance Committee** to be held on **Tuesday 19th January 2021** 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 DECEMBER 2020**
4. **MATTERS ARISING**
 - a) Agree Draft of Recruitment & Selection Policy
5. **OPEN FORUM**
6. **CHAIRMAN'S ANNOUNCEMENTS**
7. **ANNUAL PARISH MEETING**
8. **APPROVAL OF COUNCIL PERSONNEL DOCUMENTS**
9. **COUNCIL COMMITTEES – KEY ISSUES**
10. **HEALTH AND SAFETY AND BUSINESS CONTINUITY RISK REGISTERS – REVIEW OF ANY CURRENT ISSUES**
11. **FINANCE**
 - a) Confirmation of Reconciliation of Bank Accounts (December)
 - b) Internal Controls (To Include Audit Check of Expenditure) – H R Services Partnership Ltd (£693.60)
 - b) Progress Report 2020/21
12. **ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS**
13. **DATE OF NEXT MEETING** - Tuesday 16th February 2021.

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