

HENFIELD PARISH COUNCIL - FINANCE RISK & CHANGE GOVERNANCE COMMITTEE

Notice of a meeting of the **Finance Risk & Change Governance Committee** to be held on **Tuesday 16th February 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 19th JANUARY 2021**
4. **MATTERS ARISING**
 - a) Review of Draft Recruitment & Selection Policy and the Preparation of an Equality, Diversity & Inspection Policy and a Dignity at Work Policy

OPEN FORUM

5. **CHAIRMAN'S ANNOUNCEMENTS**
 - a) Review of SSALC Chairman's Event
6. **ANNUAL PARISH MEETING**
7. **MOTION: TO CONSIDER HENFIELD PARISH COUNCIL'S MEMBERSHIP OF WSALC & SSALC**
8. **COUNCIL COMMITTEES – KEY ISSUES**
9. **MOTION: TO APPROVE THE AUDITS OF THE HEALTH AND SAFETY AND BUSINESS CONTINUITY RISK REGISTERS**
10. **FINANCE**
 - a) Confirmation of Reconciliation of Bank Accounts (January)
 - b) Internal Controls (To Include Audit Check of Expenditure) – PMW Ltd (£700.00)
 - c) Progress Report 2020/21
 - d) Approve a Grant to the Henfield Community Partnership of £750
 - e) CIL Procedure
11. **ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS**
12. **DATE OF NEXT MEETING** - Tuesday 16th March 2021.

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