

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 March 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 16th FEBRUARY 2021**

4. **MATTERS ARISING**

a) WSALC/SSALC Update

OPEN FORUM

5. **CHAIRMAN'S ANNOUNCEMENTS**

6. **ANNUAL PARISH MEETING – REVIEW**

7. **APPROVAL OF BIODIVERSITY WORKING GROUP TERMS OF REFERENCE**

8. **FINANCE**

a) Confirmation of Reconciliation of Bank Accounts (February)

b) Internal Controls (To Include Audit Check of Expenditure) – ACT Pest Control (£1,100.00)

c) Progress Report 2020/21

d) Final Internal Audit 2020/21 – 22nd April 2021

e) Approval of Change to Sanlam Investment Mandate

f) Review of Financial Regulations

g) Approval of Henfield Hall Maintenance Charges

9. **PERSONNEL MATTERS**

a) Approval of the Draft Recruitment & Selection Policy, the Equality, Diversity & Inspection Policy and the Dignity at Work Policy

Under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders s.1 (d) to exclude the press and public on the grounds that the confidential matters to be discussed would be prejudicial in the public interest. Members agreed to close the meeting to the public.

b) Parish Office Staff Performance Review

c) Annual Review of Salaries of Council Staff

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

11. **DATE OF NEXT MEETING** - Tuesday 20th April 2021.

Published 11th March 2021.

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