

HENFIELD PARISH COUNCIL - FINANCE RISK & CHANGE GOVERNANCE COMMITTEE

You are summoned to a meeting of the **Finance Risk & Change Governance Committee** to be held on **Tuesday 18th February 2020 at 7:00 pm** at the Parish Office in the Henfield Hall.

A G E N D A

1. **DECLARATION OF MEMBERS' INTERESTS**
2. **APOLOGIES**
3. **APPROVAL OF MINUTES OF MEETING HELD ON 21st JANUARY 2020**
4. **MATTERS ARISING**
 - a) Parish Council Website Update
 - b) S106 funding update

OPEN FORUM

5. **CHAIRMAN'S ANNOUNCEMENTS**
6. **COUNCIL COMMITTEES – KEY ISSUES**
7. **ANNUAL PARISH MEETING – TUESDAY 3RD MARCH**
8. **HEALTH AND SAFETY AND BUSINESS CONTINUITY RISK REGISTERS – ANNUAL REVIEW OF REGISTERS**
9. **INFRASTRUCTURE DELIVERY PLAN UPDATE**
10. **FINANCE**
 - a) Confirmation of Reconciliation of Bank Accounts (January)
 - b) Internal Controls (To Include Audit Check of Expenditure) – Southern Beeches Ltd – Various Tree Work (£1,935.00)
 - c) Progress Report 2019/20
 - d) Purchase of a Dell Laptop for the Parish Administrator
 - e) Approve Expenditure from Planning & Legal Reserve
 - f) Review New Cemetery Fees Proposed by the Village Centre Committee

To resolve, 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 under item 10 (g) below would be prejudicial in the public interest.

- g) Consider Backdating Pension Arrangements

11. **ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS**
12. **DATE OF NEXT MEETING** - Tuesday 17th March 2020.



Clerk to Henfield Parish Council