

## **HENFIELD PARISH COUNCIL - FINANCE RISK & CHANGE GOVERNANCE COMMITTEE**

Notice of a meeting of the **Finance Risk & Change Governance Committee** to be held on **Tuesday 19<sup>th</sup> November 2019** 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 15<sup>th</sup> OCTOBER 2019**

4. **MATTERS ARISING**

- a) The New Parish Council Website – Update
- b) Water in the Kingsfield Ditches

**OPEN FORUM**

5. **CHAIRMAN'S ANNOUNCEMENTS**

6. **COUNCIL COMMITTEES – KEY ISSUES**

7. **REVIEW OF COMMITTEE STRUCTURES**

8. **REVIEW OF COUNCIL DOCUMENTS – PRODUCE A SCHEDULE**

9. **YEAR OF GREEN ACTION**

- a) Monitoring the Parish Climate and Environment Action Plan - March 2019 to April 2020  
- Cllr Perry to Report

10. **HEALTH AND SAFETY AND BUSINESS CONTINUITY RISK REGISTERS – REVIEW OF ANY CURRENT ISSUES**

11. **STAFFING**

12. **FINANCE**

- a) Confirmation of Reconciliation of Bank Accounts (October)
- b) Internal Controls (To Include Audit Check of Expenditure) – Community Partnership (£750.00)
- c) Progress Report 2019/20
- d) Interim Internal Audit – 29<sup>th</sup> November 2019
- e) Budgets 2020/21 – Review Reserves
- f) Sanlam Report
- g) Switch £2,500 from Kingsfield Account
- h) Parish Office Christmas Arrangements
- i) Consider Payments to St Peter's Church and the Henfield Club
- j) Barclays Internet Banking – Contingency Cover
- k) Council Van Insurance
- l) Approve £400 Payment from the Trails Reserve
- m) BT Contract Renewal
- n) S106 Funding Review

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

14. **DATE OF NEXT MEETING** - Tuesday 17<sup>th</sup> December 2019.