

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

Notice of a meeting of the **Finance Risk & Change Governance Committee** to be held on **Tuesday 21<sup>st</sup> May 2019** at **7:00 pm** at the Parish Office in the Henfield Hall.

### **A G E N D A**

1. **CONFIRM APPOINTMENT OF CHAIRMAN FOR THE FORTHCOMING YEAR**
2. **ELECTION OF VICE CHAIRMAN FOR THE FORTHCOMING YEAR**
3. **DECLARATION OF MEMBERS' INTERESTS**
4. **APOLOGIES**
5. **APPROVAL OF MINUTES OF MEETING HELD ON 16<sup>th</sup> APRIL 2019**
6. **MATTERS ARISING**
  - a) Approve Legal Expenses for the S106 Deed of Variation Relating to the Public Conveniences.
  - b) Summer Fair Public Liability Insurance
- OPEN FORUM**
7. **CHAIRMAN'S ANNOUNCEMENTS**
  - a) Website Specification
  - b) Projects Officer
8. **COUNCIL COMMITTEES – KEY ISSUES**
9. **GOVERNANCE STRATEGY REVIEW**
  - a) Joint Commons Committee
10. **HEALTH AND SAFETY POLICY AND RISK REGISTERS – REVIEW OF ANY CURRENT ISSUES**
11. **COMMUNITY BUILDINGS REPORT**
12. **FINANCE**
  - a) Confirmation of Reconciliation of Bank Accounts (April)
  - b) Internal Controls (To Include Audit Check of Expenditure) – Microsoft Email Addresses - £820.80
  - c) Progress Report 2019/20
  - d) Internal Audit – Outstanding Actions
13. **ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS**
14. **DATE OF NEXT MEETING** - Tuesday 18<sup>th</sup> June 2019