

HENFIELD PARISH COUNCIL - FINANCE RISK & CHANGE GOVERNANCE COMMITTEE

Notice of a meeting of the **Finance Risk & Change Governance Committee** to be held on **Wednesday 20th March 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 19th FEBRUARY 2019**
4. **MATTERS ARISING**
OPEN FORUM
5. **CHAIRMAN'S ANNOUNCEMENTS**
 - a) May Elections
 - b) New Henfield Parish Council Website
6. **COUNCIL COMMITTEES – KEY ISSUES**
7. **GENERAL DATA PROTECTION REGULATIONS** The Chairman to Report
 - a) Council Email Addresses
8. **HEALTH AND SAFETY POLICY AND RISK REGISTERS – REVIEW OF ANY CURRENT ISSUES**
 - a) Approve Risk Registers and Audits
9. **REVIEW OF COMPLAINTS PROCEDURE**
10. **FINANCE**
 - a) Confirmation of Reconciliation of Bank Accounts (February)
 - b) Internal Controls (To Include Audit Check of Expenditure) – J C Crawley PAT Testing - £420.00
 - c) Progress Report 2018/19
 - d) Bank Account Review – Memorial Field Account & Closure of Business Premium Account
 - e) Henfield Community Partnership Loan
 - f) Approval of Extra Hours for Parish Administrator
11. **ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS**
12. **DATE OF NEXT MEETING** - Tuesday 16th April 2019