



Newick Parish Council

To: All Members of the Finance and General Purposes Committee
You are summoned to attend a Meeting of the Finance and General Purposes Committee of Newick Parish Council
at The Sports Pavilion, King George V Playing Field, Newick,
on **Tuesday 10th September 2019** commencing immediately after the meeting of the Planning Committee which commences at 7.00 p.m.

5th September 2019

Mrs E Reece
Clerk to the Parish Council

Members of the public are invited to attend and there is a 15 minute opportunity for them to ask questions or make statements with priority being given to items that are on the agenda (maximum 3 minutes for each person)

Please note that an audio recording will be made of this meeting.

Agenda

1. **Election of Chairman and Vice Chairman of this Committee**
2. **Apologies for Absence**
3. **Disclosure by Members of personal interest in matters on the agenda, the nature of any interest and whether the Member regards the interest as prejudicial under the terms of the Code of Conduct.**
4. **Questions or Statements by Members of the Public**
5. **Review Terms of Reference for this Committee**
6. **Review of Statement of Performance against budget as at end August 2019**
7. **To discuss preparation of budget for next financial year**
8. **Policies and procedures to be reviewed/updated;**
 - Policy for retention of parish records
 - Complaints Procedure
 - Procedure for the authorisation of payments
 - Procedure for the handling of correspondence
 - Professional code of conduct for the Clerk
 - Risk Management Controls overview
9. **Items for the next agenda**