



# 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 13<sup>th</sup> October 2015** commencing immediately after the Planning Committee Meeting which starts at 6.30 p.m.

8<sup>th</sup> October 2015

Mrs S.E. Berry  
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 (maximum 3 minutes for each person).

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

## Agenda

1. **Apologies for Absence**
2. **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.**
3. **Questions or Statements by Members of the Public**
4. **Review of Statement of Performance against budget (Outturn) as at end September 2015**
5. **Risk and Management Controls –**  
Quarterly check of bank balances, IT controls, and calculation of Salary and Pension contributions  
Annual review of asset register, Annual Review of Standing Orders  
Review of Clerk's Job Description and arrangements for annual appraisal
6. **Policies and procedures**  
Annual review of risk assessment policy  
Review of IT back-up procedure  
Review of process manual  
Review of CCTV policy and operating rules  
Review of protocol for hearings by appeals committee and recommendation for adoption  
Review of Bullying and Harassment at work policy  
Review of Equality policy  
Review of policy to prevent illegal working  
Draft Lone Working policy  
Draft press/media/social media policy  
Draft procedures for the handling of correspondence, responses to Consultation Requests & recording Councillors' gifts or hospitality received (as per internal audit recommendation 11/05/15)
7. **2016/17 Budget**
8. **Internal Audit – arrangements for interim audit**
9. **Items for the next agenda**

The Clerk: Mrs SE Berry, 18 Newlands Park Way, Newick, BN8 4PG  
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