



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 12th April 2016** commencing immediately after the Planning Committee Meeting which starts at 6.30 p.m.

6th April 2016

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 for year ending March 2016 and consider allocation of surplus to reserves**
5. **Risk and Management Controls –**
Quarterly check of bank balances, IT controls, and calculation of Salary and Pension contributions
VAT Reclaim – to note confirmation from Clerk that quarterly reclaim has been submitted
Review of Clerk's Job Description
6. **Policies and procedures to be reviewed**
Freedom of Information Scheme and Freedom of Information Policy
CCTV Code of Practice
Playing Fields conditions of hire
Grievance Policy (draft to be considered)
Disciplinary Procedure (draft to be considered)
Protocol for Hearings by Appeals Committee
7. **Review of System of Internal Control** (consideration of draft document)
8. **Defibrillators** – responsibility for maintenance etc.
9. **Items for the next agenda**

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