



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

6th January 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 (Outturn) as at end December 2015**
5. **Risk and Management Controls –**
Quarterly check of bank balances, IT controls, and calculation of Salary and Pension contributions
Annual Review of Standing Orders and Financial Regulations
Review of Clerk's Job Description
6. **Policies and procedures to be reviewed**
Freedom of Information Scheme, Health & Safety Policy, Access over Parish Council Land, Travel Policy, Memorial Seats Policy, Severe Weather Policy, Grievance Policy, Policy for Portable Appliance Testing, Child Protection Policy, Review of CCTV policy and operating rules, Review of protocol for hearings by appeals committee, Flag Policy
7. **Draft policies and procedures for consideration**
Draft process manual
Draft Disciplinary Procedure
Draft Procedure for dealing with consultation requests
Draft Procedure for dealing with enquiries
Draft Procedure for registering of interests, gifts and hospitality
8. **2016/17 Budget –** To note precept request submitted to Lewes District Council
9. **Audit Procurement for Smaller Authorities**
10. **Items for the next agenda**