



# 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 **Thursday 20<sup>th</sup> October 2016** commencing at 6.30 p.m.

13th October 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).
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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. Exclusion of the press and public – To agree any items to be dealt with after the press and public have been excluded (Public Bodies Admission to Meetings Act 1960 S1 (2)).**
- 4. Questions or Statements by Members of the Public**
- 5. Review of Statement of Performance against budget as at end September 2016**
- 6. Preparation of budget for 2017/18**
- 7. 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
- 8. Policies and procedures**  
Annual review of risk assessment policy & risk assessment record  
Statement of Policy for Newick Green – proposal to add minimum period of notice for events  
Review of IT back-up procedure  
Proposal for policy on vexatious communications
- 9. Review of Training Register**
- 10. Parish Office –** update report from Clerk & Cllr. Thew
- 11. Internal Audit –** arrangements for interim audit
- 12. Review of cash deposits**
- 13. Review of Clerk's Contract of Employment and arrangements for annual appraisal** (In view of the confidential nature of this agenda item it is likely that the members of the press and public may be excluded)
- 14. Items for the next agenda**