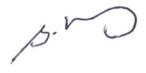
## SNIO

## **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