

HENFIELD PARISH COUNCIL - FINANCE RISK & CHANGE GOVERNANCE COMMITTEE

Notice of a meeting of the **Finance Risk & Change Governance Committee** to be held on **Tuesday 16th January 2024 at 7:00pm** in the Committee Room at The Henfield Hall.

A G E N D A

1. **DECLARATION OF MEMBERS' INTERESTS**
 2. **APOLOGIES**
 3. **APPROVAL OF THE MINUTES OF THE MEETING HELD ON 12th DECEMBER 2023 AND THE EXTRAORDINARY MEETING HELD ON 3rd JANUARY 2024**
 - a) Naming of Councillors Attending Meetings.
 4. **MATTERS ARISING**
 - a) Committee Terms of Reference.
 - b) Cemetery Lighting Update.
 - c) Henfield's "Big Thank You."
- OPEN FORUM**
5. **CHAIRMAN'S ANNOUNCEMENTS**
 6. **UPDATE ON THE TANYARD BARN DEVELOPMENT**
 7. **REVIEW OF THE INFRASTRUCTURE DELIVERY PLAN**
 8. **REVIEW OF COUNCIL DOCUMENTS**
 - a) Code of Conduct.
 - b) Complaints.
 - c) Pay & Remuneration.
 - d) Skills Matrix.
 - e) Conflict of Interest Statement (Code of Conduct).
 9. **B P GUILD SUMMER EVENT**
 10. **FINANCE**
 - a) Confirmation of Reconciliation of Bank Accounts (December).
 - b) Internal Controls (To Include Audit Check of Expenditure) – December.
 - c) Consider New Appointments to Bank Mandates.
 11. **ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS**
 12. **DATE OF NEXT MEETING** – 20th February 2024.

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