

HENFIELD PARISH COUNCIL - FINANCE RISK & CHANGE GOVERNANCE COMMITTEE

Notice of a meeting of the **Finance Risk & Change Governance Committee** to be held on **Wednesday 20th March 2024 at 10:30am** 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 21st FEBRUARY 2024**
4. **MATTERS ARISING**
 - a) Committee Terms of Reference - Update.
 - b) Cemetery Lighting - Update.
 - c) Henfield's "Big Thank You" – Update.
 - d) Community Transport Minibus – Update.
 - e) Skills Matrix – Update.
 - f) BP Guild Summer Event
 - g) 80th D-Day Anniversary
5. **CHAIRMAN'S ANNOUNCEMENTS**
6. **UPDATE ON THE TANYARD BARN DEVELOPMENT**
7. **MOTION: TO APPROVE THE REVIEW OF THE PARISH COUNCIL HEALTH & SAFETY REGISTER AND BUSINESS CONTINUITY REGISTER**
8. **REVIEW AND APPROVE THE BUSINESS PLAN ACTION PLAN**
9. **REVIEW AND APPROVE NEW INFRASTRUCTURE DELIVERY PLAN TEMPLATE AND GUIDANCE NOTES**
10. **WEBSITE ACCESSIBILITY AND SECURITY**
11. **STORAGE FOR WORKS OFFICERS**
12. **HENFIELD HALL RENT REVIEW**
13. **REVIEW OF PERFORMANCE MANAGEMENT**
14. **FINANCE**
 - a) Confirmation of Reconciliation of Bank Accounts (February).
 - b) Internal Controls (To Include Audit Check of Expenditure) – February.
 - c) Bank Mandates - Update.
15. **ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS**
16. **DATE OF NEXT MEETING** – 17th April 2024.

Published Friday 15th March 2024.



Clerk to Henfield Parish Council