

Finance & Governance Committee - Agenda

Clerk: Michaela Frost

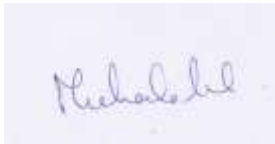
Tel: 01825 791919

E-mail: hkparishcouncil@gmail.com

Rear of Village Hall,
The Green,
Horsted Keynes,
West Sussex, RH17 7

29 June 2016

Members of the Horsted Keynes Parish Council Finance & Governance Committee are summoned to a meeting to be held in the Parish Council Office on Monday 4 July 2016 starting at 7.30pm.



Michaela Frost
Parish Clerk

AGENDA

1. Apologies for absence to be received.
2. To receive Declarations of Interests from Councillors in respect of any matter on the Agenda.
(Members are invited to make any declarations of personal or prejudicial interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is to be considered).
3. To approve minutes of previous Finance & Governance Committee meeting held on 11/1/2016 (attached)
4. Matters arising from previous minutes not covered elsewhere on this agenda.
5. Recommendations from January Meeting:
 - 5.3 Recommend that all funds currently held in the Youth Fund Special Reserve are transferred to the newly created Play Area Equipment Special Reserve at the beginning of 2015/16 financial year - discuss
6. To consider Risk Control and documentation (attached)
7. Governance Matters – Clerk
 - (i) Update of Standing Orders
 - (ii) FOI Notice & Model Publication Scheme
 - (iii) Delegated Powers – review
8. Review Reserves
 - 9.1 Unbudgeted cost of consultant to undertake external review of Pre Submission Representation
 - 9.2 Unbudgeted cost of Queen's 90th birthday celebrations.
10. Clerk's and RFO's time in excess of contracted time
11. Business Plan – vision exercise to be facilitated by Trevor Leggo (SSALC CEO)
12. Grant application to cover external review Neighbourhood Plan
13. Parish Council Accounting Package - discuss

Finance & Governance Committee - Agenda

14. Parish Council Website options - discuss
15. Backup of Laptop information
16. List of Trustees and Charities - update
17. Update Recreational Ground charity year end and approve
18. Electricity contract
19. 2017-18 allotment rents and renewal procedures - discuss
20. Financial regs – spending policies (requested by internal auditor)
21. Review of Bank Accounts and balance levels (requested by internal auditor)
22. Review of Charity Trustees and procedures (requested by internal auditor)
23. Date of Next Meeting (please bring diaries)