

Finance & Governance Committee - Agenda

Clerk: Michaela Frost

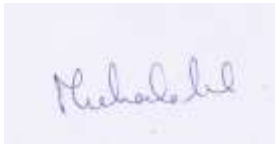
Tel: 01825 791919

E-mail: hkparishcouncil@gmail.com

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

6 December 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 Saturday 10 December 2016 starting at 10:00am.



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 4 July 2016 (attached)
4. Matters arising from previous minutes not covered elsewhere on this agenda.
5. To review the draft budget prepared by RFO and the Clerk, propose amendments and agree recommendations to be made to the full Parish Council on 10/01/17 prior to submission of precept information to MSDC.
6. To review the RFO accrued hours as at 31/12/16 and payment of these in line with contractual conditions of employment.
7. To note and agree the final Risk control documentation (attached)
8. To note and agree Standing Orders (previously circulated)
9. Electricity Contract – RFO will update
10. Top up debit card – RFO will update
11. To set the timetable of meetings for 2017