





Broadbridge Heath Parish Council

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Members of the Broadbridge Heath Finance & Establishment Committee are hereby summoned to a meeting to be held at **St John's Church Community Hall** on **Monday 29th of April 2019** commencing at **7.45pm**. The first 15 minutes are available for the public and the press who have a right to attend to express a view or ask a question on relevant matters on the following agenda (Standing Order 3d). Members of the public are welcome to stay and observe the rest of the meeting.

Signed: *Jo Ball*

J Ball (Clerk) – 22nd of April 2019

AGENDA

- 1 PUBLIC SPEAKING**
- 2 APOLOGIES AND REASON FOR ABSENCE**
To receive and agree any apologies for absence and document the reasons for such.
- 3 DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES**
To receive any disclosure by Members of personal interests in Matters on the Agenda, the nature of the interest and whether the Member regards the interest as personal, prejudicial or pecuniary under the terms of the Revised Code of Conduct from members.
- 4 MINUTES OF THE PREVIOUS FINANCE AND ESTABLISHMENT COMMITTEE MEETING**
To approve the minutes from the Finance and Establishment Committee meeting held on the 14th of January 2019.
- 5 CHAIRMAN'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY**
To receive announcements from the Chairman of the Finance and Establishment Committee.
- 6 FINANCE REPORT**
To receive an overview of finances to date from the Clerk.
- 7 BANK RECONCILIATION**
To receive and sign the bank reconciliation.
- 8 APRIL PAYMENTS**
To agree the payments list for April.
- 9 INTERNAL AUDIT**
To receive an update from the Clerk on the internal audit preparation.
- 10 CLERK SALARY**
To agree the incremental salary point for CiLCA completion.
- 11 GRANT AND DONATIONS POLICY**

To review the grant and donations policy for recommendation to full council for adoption.

12 RISK MANAGEMENT SCHEME

To review the Risk Management Scheme.

13 DATE OF NEXT MEETING

The date of the next meeting is Monday 15th of July 2019.

** Pursuant to the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 ss100, and because of the confidential nature of the business to be transacted, the public and press will be required to leave the meeting during the consideration of these items