



To all Members of the Finance and HR Committee

You are hereby summoned to attend a virtual meeting of the Finance and HR Committee on **Monday 23 November 2020 at 2:00pm.**

Helen Munro

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Parish Clerk

Date of Issue: 17 November 2020

Members of the Public and Press are welcome to join the Zoom Meeting

To join the meeting, please use the link below

<https://us02web.zoom.us/j/88233081192?pwd=ZE8wVUhVMEsvWDFVdjdWJDJjc2FQUT09>

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy the Council's procedure for the recording of meetings is available by request. Members of the public addressing the Council but not wishing to be recorded should put this request to the Clerk at the earliest opportunity.

A G E N D A

1. **APOLOGIES FOR ABSENCE.** To receive and note apologies for absence.
2. **DECLARATIONS OF INTEREST.** To receive declarations of pecuniary and non-pecuniary interests.
3. **MINUTES.** To approve and sign minutes from the committee meeting on 12 October 2020.
4. **CHAIRMAN'S ANNOUNCEMENTS.** To receive announcements.
5. **CLERK'S REPORT.** To receive report and update on previous actions.
6. **OPEN SESSION.** To adjourn the meeting to enable any members of the public present to address the Council.
Please note there can be no discussion of these items and issues will either be addressed elsewhere on the agenda or be referred to a future meeting of the Parish Council.
7. **GOVERNANCE.** To review the following policies, procedures and notices:
 - a. Privacy Notices
 - b. Lone workers Policy
 - c. Community Engagement Policy
 - d. Co-option Procedure
 - e. Advertising Policy
8. **BUDGET & PRECEPT 2021/22.** To consider committee wish lists and draft budget for recommendation to Full Council.

9. **INTERIM INTERNAL AUDIT 2020/21.** To note internal audit undertaken and consider the Internal Auditors report.
10. **OFFICE & DEPOT CHRISTMAS CLOSURE.** To agree closure dates for the festive period.
11. **RISKS.** To consider any new risks affecting the Council and actions required.
12. **QUESTIONS FROM COUNCILLORS OR AGENDA ITEMS FOR FUTURE MEETINGS.** For information only.
13. **NEXT MEETING DATE.** 25 January 2021 – time to be agreed.