

Littleton & Harestock Parish Council

Lisa Fielding (Parish Clerk)
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Dear Councillors,

You are summoned to attend the next meeting of the Finance and General Purposes Committee Meeting, which will be held on 8th July 2020 at 9:30 via Phone conference call.

Members of the public are welcome to attend and should contact the clerk on littleton.harestockpc@btconnect.com or 01962 886507 by 5pm on Tuesday 7th July for joining instructions.

Signed: Lisa Fielding – 3rd July 2020

AGENDA

- 1 Apologies: To receive apologies and approve reasons for absence
- 2 Disclosure of Interest: To receive any disclosures of interest from Members in matters to be discussed.
- 3 Minutes of the meeting held on 4th March 2020
 - a. To approve and sign the minutes
 - b. Matters arising - To deal with any matters arising not on the agenda
- 4 Public Participation
- 5 Employees
- 6 Legal Matters / Health and Safety
 - a. To discuss insurance policy and fidelity cover amount
- 7 Bank Reconciliation
- 8 Current Financial State including Reserves
- 9 Review of Policy and Other Documents
 - a. Finance and General Purposes TOR (to be approved at annual meeting)
 - b. Investment Strategy
 - c. Statement of Internal Control
 - d. Risk Register
 - e. Grievance Policy
 - f. Disciplinary Policy
 - g. Grants Awards Policy
- 10 Items for noting only, AOB or inclusion on next meeting's agenda
- 11 Date of next meeting – 2nd September 2020 in the Sports Pavilion