



Clerk: Mrs. L Rampton
Parish Council Office,
Winscombe Community Centre,
11 Sandford Road, Winscombe,
North Somerset BS25 1JA

Tel: 01934 844257 Fax: 01934 844292

Dear Councillor,

You are summoned to attend a meeting of the Parish Council Employment, Finance and Policies Committee which will take place as detailed below:

**A Meeting of the Employment, Finance & Policies Committee, will be held on Monday 15th April 2019, at 7.30 pm.
The Amesbury Room, Winscombe Community Centre**

9th April 2019

Lynne Rampton Clerk to the Parish Council

Agenda

1. Apologies for absence
2. Declarations of interest by Councillors, & Clerk to consider dispensation requests from those members to allow them to participate in a discussion or vote on an item in which he/she may have a disclosable pecuniary or non-pecuniary interest
3. Public Participation
4. Minute Update from the previous committee meeting held on 14th January 2019
5. To carry out a review of the effectiveness of the system of internal control
6. To review budget summary reports for 2018/19
7. To consider recommending approval of the Annual Return for the Financial Year ended 31st March 2019 to the full Parish Council, including:
 - i. Parish Council Accounts for the 2018/19 financial year
 - ii. Section 1 – - Annual Governance Statement
 - iii. Section 2 - Accounting Statements 2018/19
 - iv. Annual Internal Audit Report to 31st March 2019 to be completed by Auditor during final inspections for the period – visit scheduled for 23rd April 2019
 - v. To recommend adoption of a Parish Council Investment Strategy and Policy
8. To consider the following suggestion (GDPR compliance)
 - i. Parish Councillor home addresses to be removed from notice-boards?
 - ii. Resolutions at meetings – the names of those proposing and seconding a motion to no longer be recorded in the meeting minutes?
 - iii. Declarations of interest & request for dispensation – Parish Council or Committee to consider dispensation requests rather than delegating the power?
 - iii. Parish Council to adopt a Councillor Privacy Notice?
9. Staffing matters – to authorise payment of holiday entitlement for a Casual Orderly
10. To consider and readopt Parish Council Health and Safety Policy and Risk Assessments – a full review of these documents to take place at the August Committee meeting.
11. Consultation on the new Code of Audit Practice – NALC request for responses to questions 17,18 & 19 <https://www.nao.org.uk/code-audit-practice/wp-content/uploads/sites/29/2019/03/Local-audit-in-England-Code-of-Audit-Practice-Consultation.pdf>

12. To review and update Terms of Reference for the War Memorial Recreation Ground Advisory Committee
13. Matters for Information.

All persons attending meetings are requested to turn mobile phones, pagers and similar calling devices to silent mode in accordance with Parish Council Standing Orders concerning disturbance caused by such apparatus during meetings. The Chairman may approve an exception to this request in special circumstances.