



Hemyock Parish Council

16th February 2016

To: All Members of Hemyock Parish Council- Finance Committee (HS, TB, NP, & PL)

Dear Councillor

You are duly summoned to attend a meeting of **Hemyock Parish Council Finance Committee** to be held in the Forbes Lounge, Parish Hall, Hemyock on **Saturday 20th February at 1pm**. The meeting is open to the press and the public.

Yours sincerely

Parish Clerk

AGENDA

1. **Welcome by Chairman, apologies for absence and introductions**
2. **Declarations of Interest/Dispensations**
To receive any declarations of interest relating to business to be conducted at this meeting and
To consider any dispensation requests and confirm any relevant dispensations.
3. **To approve** the minutes of meeting on 20th November 2015.
4. **Matters arising**
 - 4.1 **Financial Regulations/Mandate**
 - 4.2 **Asset Register – update** from clerk
 - 4.3 **Insurance Review – discuss**
 - 4.4 **Cilca – update** from clerk
5. **Update** from clerk on latest Financial information
6. **Clerk's annual appraisal & Job Evaluation – receive** update from Mr N Punnett and review and agree recommendation for full council.
7. **Items raised by Chairman**
8. **Items raised by Councillors**
9. **Date of the Next Finance Meeting - tbc**

Anyone wishing to film part or all of the proceedings may do so unless the press and public are excluded for that part of the meeting or there is good reason not to do so, as directed by the Chairman. Any filming must be done as unobtrusively as possible from a single fixed position without the use of any additional lighting; focusing only on those actively participating in the meeting. As a matter of courtesy, anyone wishing to film proceedings is asked to advise the Chairman in attendance so that all those present may be made aware that is happening. Members of the public may also use other forms of social media to report on proceedings at this meeting.