**NOTICE OF MEETING & AGENDA**

A meeting of the Parish Council’s Finance and General Purposes Committee will be held at Teynham Community Hall on Tuesday 20th February 2024 at 7.30pm.

Agenda:

1. Apologies for absence.

2. To receive any Declarations of Interests on Items on the Agenda.

3. Public Session to allow members of public and Councillors with prejudicial interests to speak on matters relevant to this Committee (no more than 3 minutes per speaker; total time allowed for public session – 20 minutes).

4. To approve the minutes of the meeting Tuesday 21st November 2023.

5. Matters arising.

6. Risks

6.1 Note updated Risk register and key risks

(As part of updated AGAR regs, review risks at least once a year)

6.2 Proposal: investigate options for outsource payroll function

(A recommendation from KALC internal controls training for small parish councils with only one member of finance staff)

6.3 Create list of service level guarantees

7. Financials

7.1 Financial Update

7.2 Proposal: create a cash management policy

8. Training

8.1 Proposal to create training policy with training matrix

8.2 Proposal: Approve expenditure for Clerk's training: Certificate in Local Council Administration (CILCA) up to the value of £XX.

9. Knowledge Management

Proposal: A guide to Teynham PC, which sits alongside our SOs and FRs.

10. HR

10.1 Proposal: Identify source of HR support for the benefit of all parish council staff

10.2 Proposal: Create comparison of sources (and indicative costs) of financial advice for pension investments

10.3 Approve costs (up to £XX) for Pension scheme advice

11. Date of next meeting

12. Chairman’s closing remarks.

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PRESS AND PUBLIC WELCOME

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Signed: Date: 14th February 2024

