



## Harlington Parish Council

Parish Council Office, Rear of Parish Hall, Church Road, Harlington, Bedfordshire LU5 6LE

The Clerk to the Council

Telephone: 01525 875933 Email: [clerk@harlington-pc.gov.uk](mailto:clerk@harlington-pc.gov.uk)

Notice is hereby given that Members of the Finance & General Purposes committee are summonsed to attend a Meeting of the Finance & General Purposes Committee to be held on Tuesday 7<sup>th</sup> March 2023 at 7.30 pm in the West Room of the Parish Hall for the purpose of transacting business as detailed in the following AGENDA. Press and Public are welcome to attend, but may be required to leave the meeting if a special or confidential matter is to be discussed.

**Stewart Wilks Clerk to the Council. Date: 1st March 2023**

### AGENDA

- 23FGP001 To receive Apologies for Absence  
23FGP002 To receive Declarations of Interest and consider requests for dispensations concerning items on the Agenda  
23FGP003 To approve Minutes of the Meeting held on 6<sup>th</sup> December 2022  
23FGP004 Public Question Time  
***The meeting will be adjourned for 10 min for members of the public to ask question or make comments on items of business on the agenda***

### Finance

- 23FGP005 To receive the Income & Expenditure Year to date report:  
23FGP006 To review and verify the Bank Reconciliations (11.22/12.22/01.23)  
23FGP007 To receive the Internal Controls Checklist for 31.12.22  
23FGP008 To review Ongoing Council Projects  
23FGP009 To consider new projects and associated funding to be undertaken with funds to be ear-marked  
23FGP010 To consider the list of regular payments for 2023/2024

### Policy and Procedure Reviews

- 23FGP011 To Receive a report on Policy and Procedure Reviews  
23FGP012 Pol 01 To review the Council Standing Orders  
23FGP013 Pol 02 To review the Financial Regulations – (NALC)  
23FGP014 Pol 02A To review the Financial Regulations Appendix - RFO Responsibilities  
23FGP015 Pol 05 To review the Committee Terms of Reference F&GP  
23FGP016 Pol 06 To review the Delegation to Employees  
23FGP017 Pol 10 To review the Health & Safety Policy  
23FGP018 Pol 18 To review the Equality Policy  
23FGP019 Pol 19 To review the Grievance Procedure

### To review risk assessments

- 23FGP020 A Report on Risk Assessments  
23FGP021 Appendix 2 Allotment - Risk Assessments  
23FGP022 Appendix 3 Litter Picking- Risk Assessments  
23FGP023 Appendix 4 Fire Risk - Risk Assessment  
23FGP024 Appendix 5 IT- Risk Assessment for Fire Safety  
23FGP025 Appendix 6 Outdoor-Play-Equipment- Risk Assessment  
23FGP026 Appendix 7 Stability Testing- Risk Assessments  
23FGP027 Appendix 8 Snow & Ice Clearance - Risk Assessments  
23FGP028 Appendix 9 Business Risk Management- Risk Assessment

The next meeting of the Finance & General Purposes Committee will take place on 6<sup>th</sup> June 2023

Mr Stewart Wilks Harlington Parish Clerk & RFO

Date 1st March 2023