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# SAWSTON PARISH COUNCIL

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Dear All

## **FINANCE & GENERAL PURPOSES COMMITTEE**

You are summoned to a meeting of the Finance & General Purposes Committee to be held in **PARISH COUNCIL OFFICE, LINK ROAD, SAWSTON** on **Tuesday 18 February 2020 at 7.30pm** for the transaction of the undermentioned business.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'Joanne Keeler'.

Joanne Keeler  
Parish Clerk  
13 February 2020

## **A G E N D A**

1. Apologies for absence
2. Declaration of Interest for this meeting
3. Confirm and Sign Minutes of the meeting held on 19 November 2019
4. Matters arising
5. To review financial regulations
6. To review code of conduct
7. To review appropriate level of insurance
8. To review terms of references for each committee
9. To Review risk assessment policy
10. To agree and adopt a Health and Safety Policy
11. To review bank accounts
12. To investigate online payments
13. To discuss Councillor skills audit
14. To discuss office IT service contract
15. Update list of signatories
16. Councillors issues and Agenda items for next meeting – F & GP Only