



# Leicester Forest East Parish Council

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Clerk to the Parish Council:

**Mrs H E Mann**

20<sup>th</sup> December 2019

You are summoned to attend a Finance, Policies and LiFE Magazine Committee Meeting to be held on Tuesday 7<sup>th</sup> January 2020 in the Reg Neal Meeting Room, Parish Hall, Kings Drive, Leicester Forest East, commencing at 7.00pm.

**MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND**

## AGENDA

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|-----------|--|
| Fin 20.01 | To receive apologies for absence   |
| Fin 20.02 | To receive Disclosures of Interest in accordance with the Code of Conduct  |
| Fin 20.03 | To adjourn the meeting to receive Questions from the Public  |
| Fin 20.04 | To confirm the Minutes of the Finance, Policies and LiFE Committee Meetings held on Wednesday 29 <sup>th</sup> October 2019 as a true record   |
| Fin 20.05 | To discuss matters arising from those minutes:<br>(a) Bank Update (updated mandate for HSBC)<br>(b) Fixed Asset Register<br>(c) To apply for a credit card with Unity bank<br>(d) To review Risk Management Policy<br>(e) To review a proposed new Grievance and Disciplinary policy |
| Fin 20.06 | To review the Management Accounts  |
| Fin 20.07 | To consider the Budget for 2020  |
| Fin 20.08 | To review other Council's Grants Policies and Grants Application Forms and compile a draft Policy and form for Leicester Forest East Parish Council  |
| Fin 20.09 | To consider making Grants to Leicester Forest East Library and the Citizens Advice Bureau  |
| Fin 20.10 | To review the Job Advert for Assistant Clerk   |
| Fin 20.11 | To review reserves   |
| Fin 20.12 | Date of next meeting – tba   |

Mrs H E Mann

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