

POLICY AND FINANCE COMMITTEE
WORK PLAN 2019-2020

Meeting Date	Regular Updates	Work Plan 2019-2020
17 June 2019		Town Mayor's Accounts 2018-2019 Annual accounts and governance statement Insurance renewal Data protection update Websites refresh update
29 July 2019	3-month budget monitoring	Approval of budget timeline for 2020-21 budget Insurance claims 2018-19 Modern.gov: review of first year Asset register Community safety review (objective #9 & #15)
16 September 2019	Communications update	Review priority projects for inclusion in 2020-21 budget External auditor's report for 2018-19 Business Risk action plan update I.T. review and budget recommendations Volunteer strategy update (objective #6)
18 November 2019	6-month budget monitoring 5 year financial plan	Review priority projects for inclusion in 2020-2021 budget Receive first whole Council draft budget for 2020-21 Review draft Customer Service Strategy (objective #4)
20 January 2020	9-month budget monitoring	Recommend to Council the budget and precept for 2020-2021 Consider Honorary Burgess 2020 nomination/s Business Risk Register & Action Plan for 2020-2021
24 February 2020	Communications update	Draft Calendar of Meetings 2020-2021 Review Town Council/employee memberships Annual review of Financial regulations, Standing Orders and System of internal control
20 April 2020	12-month budget monitoring report	Annual Report 2019-2020 Review of Committee Objectives 2019-20; Setting provisional Committee Objectives 2020-2021 Review arrangements with local authorities.