

AXMINSTER TOWN COUNCIL

The Guildhall,
West Street,
Axminster.

28 January 2020

Dear Councillor,

A meeting of the Risk Assessment Committee has been arranged to take place at 7.00 p.m. on Monday, 3rd February 2020 at the Guildhall.

1. APOLOGIES:
2. TO SIGN MINUTES OF PREVIOUS MEETINGS:
3. TO CONSIDER MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING:
4. PUBLIC FORUM.
5. TO CONSIDER PROCESS FOR REVIEW OF RISK PROCEDURES AND IMPLEMENTATION OF ANY CHANGES.
6. TO UNDERTAKE A RISK ASSESSMENT OF THE BUDGET FOR 2020-2021.
7. TO UNDERTAKE A RISK ASSESSMENT OF THE STATEMENT OF ASSURANCE.
8. TO REVIEW EXISTING POLICIES AND AMEND AS NECESSARY:
 - a. Standing Orders.
 - b. Financial Regulations.
 - c. Discipline.
 - d. Grievance.

Yours sincerely,

Hilary Kirkcaldie

Town Clerk