

AXMINSTER TOWN COUNCIL

The Guildhall,  
West Street,  
Axminster.

12 February 2020

Dear Councillor,

An extra-ordinary meeting of the Risk Assessment Committee has been arranged to take place at 7.00 p.m. on Monday, 17th 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 UNDERTAKE A RISK ASSESSMENT OF THE BUDGET FOR 2020-2021.
6. TO UNDERTAKE A RISK ASSESSMENT OF THE STATEMENT OF ASSURANCE.
7. TO PROPOSE ADOPTION OF PREFERRED TEMPLATE FOR RISK REGISTER
8. TO DRAW UP A SPECIFICATION FOR THE ENGAGEMENT OF A RISK CONSULTANT.
9. TO REVIEW EXISTING POLICIES AND AMEND AS NECESSARY:
  - a. Standing Orders.
  - b. Financial Regulations.
10. TO UPDATE MEMBERS ON PROPOSED TRAINING.

Yours sincerely,

*Hilary Kirkcaldie*

Town Clerk