

ESCRICK PARISH COUNCIL

MINUTES OF ESCRICK PARISH COUNCIL ADMIN AND FINANCE COMMITTEE MEETING HELD ON MONDAY 25TH APRIL 2016

The Council Meeting was held in Escrick Club, Main Street, Escrick, YO19 6LQ, on Monday 25th April 2016, at 7.30pm

Part 1

AFC001: Election of Chairman of meeting.

Cllr Luscombe was elected as Chairman of the meeting in the absence of Cllr Casling.

AFC001a: Attendance

- a. Apologies were received from Cllr Casling. It was resolved to accept reason.
- b. Present - Cllrs Cunningham, Luscombe and Goode.
- c. Attendance book - unavailable - Cllrs to sign at next meeting.

AFC002: Welcome: Chairman welcomed Councillors to the meeting. No public present.

AFC003: Interests: Chairman reminded members of the need to make any declarations of interest in any agenda items - None.

AFC004: Minutes: It was noted that the Minutes of the Admin and Finance Meeting held on 3rd February 2016 were approved and signed at the Ordinary Council Meeting on 11th April 2016.

AFC005: Electors' Comments: No public present.

AFC006: Council Policies: The Clerks' report on policies was received. It was resolved to recommend the following drafted policies to full Council Meeting for approval and signature:

1. Financial Regulations.
2. Complaints Procedure.
3. Equal Opportunities Policy.
4. Health & Safety Policy.

It was resolved that the following policies should be actioned as stated below, circulated to Committee members as soon as they have been reviewed/drafted and presented to full Council for approval:

5. Standing Orders - existing policy to be reviewed and updated.
6. Financial Risk Assessment - existing policy to be reviewed and updated.
7. Recording of Meetings - no policy in place: Clerk to draft.
8. Discipline & Grievance - existing policy to be reviewed and updated.
9. Freedom of Information - existing policy to be reviewed and updated.
10. Grant Awarding Policy - policy not required.

11. Budget Planning - no policy in place: to be incorporated in Financial Regulations.

12. Data Protection - no policy in place: Clerk to draft.

It was resolved that the following Terms of Reference for Committees should be actioned as stated below, circulated to Committee members as soon as they have been reviewed/drafted and presented to full Council for approval:

13. Planning Working Group - Clerk to review.

14. Finance and Administration Committee - Clerk to review.

Part 2

AFC007: Confidential business: It was resolved to exclude Public and Press on the grounds that matters for discussion affect individual staff members/procedures/finance issues.

AFC008: Audit: Update received from Clerk.

AFC009: Clerks' contract: Terms and conditions of contract were resolved - Clerk to draft contract and distribute to Committee members for comment. To be presented to full Council for final approval.

AFC010: Council procedures: Discussion on procedures.

8.30pm: Closure of meeting.

Signed:

Date: 9th May 2016

Chairman
Escrick Parish Council