

Escrick Parish Council

Official notice of Escrick Parish Council Finance and Admin Committee meeting to be held at 6.30pm in Escrick & Deighton Club on MONDAY 6th JANUARY 2020

Members of the Admin and Finance Committee are summoned to attend the Meeting detailed above and to consider and resolve the business to be transacted on the agenda below.

Meetings are open to the Press and Public except for any item labelled as part 2 under the Public Bodies (Admission to Meetings) Act 1960, Section 1.

Press and public may not speak when the council is in progress; when councillors are discussing council business; when councillors are in the process of decision making.

Any elector is entitled to attend this meeting and any concerns, questions or suggestions will be taken after the Chairman welcomes those present. The time for this will be limited to 15 minutes.

Contact: Chair – Richard Rowson, chair@escrick.org; 1 Carrs Meadow, Escrick YO19 6JZ

Clerk – Sally Look, clerk@escrick.org, 72 Main Street, Wheldrake, York, YO19 6AA

Part 1

AFC20001: Welcome: Chair to welcome Councillors and members of public to the meeting

AFC20002: Apologies/Attendance:

- a. Present: Chair to make a note of attendees.
- b. Apologies: Council to receive apologies and any reasons for absence from councillors; to consider and resolve whether or not to accept any reasons given.
- c. Attendance book: Councillors, Public and Press are requested to sign the Attendance book.

AFC20003: Interests: Chair to remind members to make any declarations of interest in any agenda items.

AFC20004: Minutes: To note that the minutes of the Finance and Admin Committee meeting held on 1st April 2019 were approved by full Council.

AFC20005: Electors comments:

- a. Committee to receive elector's comments on agenda items for information only (Clerk to make a note of comments).

AFC20006: Policies and Governance:

- a. Review of the insurance policy, standing orders, financial risk assessments and internal audit effectiveness.
- b. Consider and agree updates on the following policies;
 - i. Discipline & Grievance Policies
 - ii. Dignity at Work Policy
 - iii. Records Management Policy
 - iv. Risk Assessment Policy
 - v. Complaints Procedure
 - vi. Freedom of Information Policy and Publication Scheme
 - vii. Financial Regulations
 - viii. Website Accessibility Statement

- c. Review Admin & Finance Terms of Reference

AFC20007: **Website:**

- a. Consider website accessibility statement and website review.

AFC20008: **Finance:**

- a. Review banking arrangements and internet banking.

Part 2

AFC20009: **Confidential business:** To consider and resolve whether to exclude Public and Press on the grounds that matters for discussion affect individual staff members/ procedures/ legal/ finance issues.

AFC20010: **Sensitive procedures:**

- a. Agree officially sensitive policies/procedures.

AFC20011: **Staffing:**

- a. Review of Clerks hours, development and priorities.

Closure of meeting.

Signed: Sally Look

Clerk, Escrick Parish Council

Date : 31st December 2019