

# Escrick Parish Council

Minutes of Escrick Parish Council Finance & Admin Committee meeting held at 6.30pm in Escrick & Deighton Club on MONDAY 6<sup>th</sup> January 2020.

## Part 1

AFC20001: **Welcome: Chair welcomed Councillors to the meeting.**

AFC20002: **Apologies/Attendance:**

- a. Present: Cllr Cunningham and Cllr Rowson.
- b. Apologies: Council received apologies from Cllr Moran and resolved to accept reasons.

AFC20003: **Declarations of interests:** None received.

AFC20004: **Minutes:**

- a. Noted that the minutes of the Finance and Admin Committee meeting held on 1<sup>st</sup> April 2019 were approved at a meeting of the full council held on Monday 13<sup>th</sup> May 2019.

AFC20005: **Electors comments:**

- a. None received.

AFC20006: **Policies and Governance:**

- a. General Policy review:
  - i. Insurance Policy. Clerk to review detailed policy requirements for the Insurance by May 2020, to ensure that the council had sufficient cover and was complying with its obligations under the policy. Assets unchanged apart from VAS sign which has been added. Village Green Association to advise of any updates required.
  - ii. Standing Orders. Adopted June 2019. No update required.
  - iii. Financial Risk Assessments. Amendments to be made. Draft to be presented to full council in February for approval.
  - iv. Internal Audit effectiveness. Councillors satisfied that procedures are adequate now electronic methods are used more to store information.
- b. Policies reviewed: Agreed to adopt NALC template policies unless good reason not to. To be updated / reviewed for adoption at next full council meeting.
  - i. Discipline Policy recommended for approval at February meeting.
  - ii. Grievance Policy recommended for approval at February meeting.
  - iii. Records Management Policy. Chair to update to better reflect the council's use of electronic records.
  - iv. Complaints Procedure. Clerk to make amendments and to be presented to full council for adoption in February.
  - v. Freedom of Information Policy. Clerk to make amendments and to be presented to full council for adoption in February.
  - vi. Financial Regulations to be updated when electronic banking is adopted unless policy changes are required before. Clerk to investigate banking options.

- vii. Website Accessibility Statement agreed to present to full council for adoption in February.
- c. Admin & Finance Terms of Reference reviewed. Clerk to make amendments.

## Part 2

**AFC20007: Confidential business: Resolved to exclude Public and Press on the grounds that matters for discussion affect individual staff members/ procedures/ legal/ finance issues under the Public Bodies (Admission to Meetings) Act 1960, Section 1.**

**AFC20008: Sensitive procedures:**

- a. Agreed officially sensitive policies/procedures. The committee resolved to delegate to a sub-group the responsibility dealing with matters in the event of the death of a senior figure.

**AFC20009: Staffing:**

- a. Resolved to review Clerks hours, development and priorities to take place in April 2020.

**Meeting closed at 19:30.**

*Signed: Richard Rowson*

*Chair, Escrick Parish Council*

*Date: 3<sup>rd</sup> February 2020*