

# Escrick Parish Council

Minutes of Escrick Parish Council Finance & Admin Committee meeting held at 7.30pm by video conference on MONDAY 25<sup>th</sup> January 2021.

## Part 1

AFC21001: **Welcome: Chair welcomed Councillors to the meeting.**

AFC21002: **Apologies/Attendance:**

- a. Present: Cllrs Cunningham, Hawes and Rowson. Clerk; S Look.
- b. Apologies: No apologies received.

AFC21003: **Declarations of interests:** None received.

AFC21004: **Minutes:**

- a. Noted that the minutes of the Finance and Admin Committee meeting held on 19<sup>th</sup> October 2020 were approved by full council at the November monthly meeting.

AFC21005: **Electors comments:**

- a. No members of the public present.

AFC21006: **Policies and Governance:**

Review of the following policies;

- i. Standing Orders addendum. Resolved to amend all references to 'his' in the document to his/her and change 'raise your hand electronically' to vote by 'raising a hand'. To adopt at Parish Council meeting.
- ii. Financial regulations are in accordance with the NALC templated updated in August 2019. No update required.
- iii. Internal Audit Effectiveness document to be amended to include internet banking. To add 'electronic dual authorisation' as an alternative control wherever 'two signatures' is referred to.
- iv. Health & Safety procedures adopted in 2016 to be amended in part 1 to refer to the council rather than the authority.
- v. Chairman to draft a risk management template for councillors to consider at a later date. To include the requirement for Fire safety instructions to be read out to councillors/public at the start of each meeting when held at the Village Hall and Escrick Club.
- vi. Financial Risk Assessment updated in October 2020. Minor amendments made. To be adopted at the full Parish Council meeting.
- vii. Insurance Policy. F&A members to review the 'Statement of Demands and Needs' document and schedule of specific items covered, with a view to agreeing insurance requirements well ahead of renewal date. Clerk to request quotes early within the 60 days pre-renewal period. To check values of assets. Chairman to review the insurance policy schedule to ensure the council and other users of facilities are complying with the requirements and following procedures.

**AFC21007: Finance:**

A review of the banking arrangements took place. It was resolved that the Finance & Admin committee will recommend to the full parish council a move to Unity Bank in order to use internet banking more effectively. Annual Cost of the service is £72. All payments can be transacted online with two councillors authorising the payments rather than posting cheques. It was agreed that councillors recommend that the clerk will process all payments and the chair, vice-chair and all members of the admin & finance committee will have access to submit and authorise payments (with at least two authorisations being required in all cases) as well as being able to view the account.

**AFC21008: Confidential business:**

- a. Councillors resolved to exclude Public and Press on the grounds that matters for discussion affect individual staff members/ procedures/ legal/ finance issues.

**AFC21009: Contracts:**

- a. A review of two quotes received for the 2021-22 grass cutting contract took place. Councillors agreed to recommend using Ark Facilities Ltd. Recommendation to be made to the full council on 1<sup>st</sup> February 2021.

**Meeting closed at 21:00.**

*Signed:*

*Richard Rowson*

*Chair, Escrick Parish Council*

*Date: 1<sup>st</sup> February 2021.*