

# ESCRICK PARISH COUNCIL

## OFFICIAL NOTICE OF ESCRICK PARISH COUNCIL FINANCE AND ADMIN COMMITTEE MEETING ON MONDAY 5TH MAY 2017

The Finance and Admin Meeting will be held in Escrick Club, Main Street, Escrick, YO19 6LQ, on Monday 5th May 2017, at 7.30pm.

Meetings are open to the Press and Public except any item labelled as Part 2 under the Public Bodies (Admission to Meetings) Act 1961, Section 1.

Clerk/RFO: Mrs H Guest, 40 Linden Way, Thorpe Willoughby, YO8 9ND  
clerk@escrick.org

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

### AGENDA

#### Press and Public may not speak whilst the Committee is in session

- Any Parishioner is entitled to attend this meeting.
- Any concerns/questions will be taken at agenda item 'Electors Comments'.
- Decisions cannot be made on items not on the agenda, except in exceptional circumstances and only at the Chairman's discretion.

#### Part 1

##### **AFC17001: Attendance**

- a. Apologies - to receive any apologies and reasons for absence from Councillors. To consider and resolve whether to accept reasons.
- b. Present - Clerk to record attendees.
- c. Attendance book - Councillors, Public and Press are requested to sign the Attendance book.

**AFC17002: Welcome:** Chairman to welcome Councillors and Public present at meeting.

**AFC17003: Interests:** Chairman to remind members of the need to make any declarations of interest in any agenda items.

**AFC17004: Minutes:** To note that the Minutes of the Finance and Admin Meeting held on 28th November 2016 were approved by the full Council.

**AFC17005: Electors' Comments:** Committee to receive electors comments on agenda items for information only (Clerk to make a note of comments).

**AFC17006: Standing Orders:** To consider whether to accept the updated Standing Orders document. Chairman to sign if approved.

**AFC17007: Confidential business:** To consider and resolve whether to exclude Public and Press on the grounds that matters for discussion affect individual staff members/procedures/finance issues.

**AFC17008: Clerks' annual appraisal:** To discuss Clerks' annual appraisal and resolve any action.

**Closure of meeting.**

**Signed:** *Helen Guest*  
Clerk/RFO  
Escrick Parish Council

**Date:** 31st May 2017