

Escrick Parish Council

Minutes of Escrick Parish Council Finance & Admin Committee meeting held at 7.30pm by video conference on MONDAY 26th April 2021.

Part 1

AFC21010: **Welcome: Chair welcomed Councillors to the meeting.**

AFC21011: **Apologies/Attendance:**

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

AFC21012: **Declarations of interests:** None received.

AFC21013: **Minutes:**

- a. Noted that the minutes of the Finance and Admin Committee meeting held on 25th January 2021 were approved by full council at the February monthly meeting.

AFC21014: **Electors comments:**

- a. No members of the public present.

AFC21015: **Policies and Governance:**

Review the proposed Parish Council health and safety procedures and risk assessment procedures;

- i. Agreed to adopt the procedures outlined, subject to two amendments:
Remove the reference to monthly checks required for Village Green (copy and paste error).
Add in the requirement for quarterly visual safety inspections for the village green.
- ii. Request that the Clerk reports to full Council quarterly confirming that the various checks due in the previous quarter have been completed and reported to the Clerk.
- iii. Agreed that the Clerk would be that main point of contact for public to report any H&S concerns to.
- iv. Procedures and risk assessments to be noted at the next full Council meeting.

AFC21016: **Insurance:**

- a. Agreed insurance requirements in preparation for the renewal (quotes can be obtained within 60 days before policy start on 1st October 2021). Reviewed the spreadsheet circulated and agreed with the values and type of cover to request set-out therein. Clerk to bring quotes to September's full Council meeting for final agreement.
- b. Agreed with the valuation of assets in the spreadsheet presented.
- c. Reviewed the council and other users of facilities are complying with the insurance requirements and following procedures. Specific areas to check for highlighted in

column F of the spreadsheet and to be monitored through the H&S procedures set-out in AFC21015.

AFC21017: **Finance:**

- a. Evaluation of the end of year accounts and spend against budget for the completed financial year. Accounts noted. It was suggested that the use of cell formulas might make verification of the accounts easier in future years.

Meeting closed at 20:15.

Signed:

Richard Rowson

Chair, Escrick Parish Council

Date: 4th April 2021.