

Escrick Parish Council

Official notice of Escrick Parish Council Finance and Admin Committee meeting to be held at 6.30pm on MONDAY 4th APRIL 2022 at Escrick & Deighton Club. Members of the public are welcome to join for part 1 of the meeting. Please contact clerk@escrick.org at least 24 hours before the meeting to request the access code.

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

AFC22001: Welcome: Chair to welcome Councillors and members of public to the meeting

AFC22002: 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.

AFC22003: Interests: Chair to remind members to make any declarations of interest in any agenda items.

AFC22004: Electors comments:

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

AFC22005: Policies and Governance:

- a. Review the Parish Council health and safety procedures and risk assessment procedures.
- b. To complete an annual Risk Assessment of all Council operations and make report to the full Council meeting.
- c. To review the LGA Code of Conduct and consider adopting it.

AFC22006: Insurance:

- a. To confirm the council and other users of facilities are complying with the requirements and following procedures.

AFC22007: Finance:

- a. Evaluation of the end of year accounts and spend against budget for the completed financial year.

Part 2

AFC22008: **Staffing:**

- a. To review the salary of the Clerk annually and make recommendations to the Council.

Signed: Sally Look

Clerk, Escrick Parish Council

Date: 30th March 2022