

ESCRICK PARISH COUNCIL

OFFICIAL NOTICE OF ESCRICK PARISH COUNCIL ADMIN AND FINANCE COMMITTEE MEETING FOR FRIDAY 24th JUNE 2016

The Council Meeting will be held in Escrick Village Hall, Main Street, Escrick, YO19 6LQ, on Friday 24th June 2016, at 10am

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

Councillors are summoned to attend the Meeting of the Parish Council 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

AFC16011: 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.

AFC16012: Welcome: Chairman to welcome Councillors and Public present at meeting.

AFC16013: Interests: Chairman to remind members of the need to make any declarations of interest in any agenda items.

AFC16014: Minutes: To note that the Minutes of the Admin and Finance Meeting held on 3rd February 2016 were approved and signed at the Ordinary Council Meeting on 11th April 2016.

AFC16015: Electors' Comments: Committee to receive electors comments on agenda items for information only (Clerk to make a note of comments).

AFC16016: Council Policies: To receive Clerks' report on policies which need updating or creation and to consider suggested revisions. Policies drafted:

1. Recording of Meetings
2. Freedom of Information
3. Financial Risk Assessment

To resolve whether to recommend to full Council Meeting for approval and signature.

Part 2

AFC16017: 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.

AFC16018: Clerks' contract: To discuss and resolve Clerks contract of employment.

Closure of meeting.

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

Date: 20th June 2016