

# Escrick Parish Council

Minutes of Escrick Parish Council Finance & Admin Committee meeting held at 6.30pm by video conference on MONDAY 11<sup>th</sup> May 2020.

## Part 1

AFC20012: **Welcome: Chair welcomed Councillors to the meeting.**

AFC20013: **Apologies/Attendance:**

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

AFC20014: **Declarations of interests:** None received.

AFC20015: **Minutes:**

- a. Noted that the minutes of the Finance and Admin Committee meeting held on 6<sup>th</sup> January 2020 were approved at a meeting of the full council held on Monday 3<sup>rd</sup> February 2020.

AFC20016: **Electors comments:**

- a. None received.

AFC20017: **Policies and Governance:**

Review of insurance policy. Clerk to clarify insurance requirements, policy cover and early termination policy with broker. Came & Co Long Term Agreement ends and the insurance renewal date is next year in September 2021. New quotes unobtainable until within 3 months of the renewal date. Chair to complete updated itemised list of assets prior to insurance renewal with photos for reference.

Events organised by groups; organisers should be made aware of their insurance requirements. Clerk to clarify insurance requirements, i.e. signage stipulating no events without permission.

AFC20018: **Finance:**

- a. Review of banking arrangements and internet banking.  
Internet banking options considered. Agreed to adopt the system of internet banking with dual authority with the F&A committee receiving notification of transactions. All transactions also to be submitted to full council at ordinary monthly meeting. Terms to be agreed at next F&A meeting. Clerk to clarify Insurance requirements. Agreed to use a bank with no monthly charges rather than Unity. Resolved to defer for 3 months.

## Part 2

AFC20019: **Confidential business: Resolved to exclude Public and Press on the grounds that matters for discussion affect individual staff members/ procedures/ legal/ finance issues under the Public Bodies (Admission to Meetings) Act 1960, Section 1.**

AFC20020: **Sensitive procedures:**

- a. Agreed officially sensitive policies/procedures. No procedures to note.

AFC20021: **Staffing:**

- a. Review Clerks hours, development and priorities to take place in April 2020. Resolved to increase clerks salary to next pay scale. Hours to remain the same and overtime for additional hours to be claimed. Homeworking allowance to remain the same.
- b. Use of standing orders for contractual payments considered. Agreed to pay Clerks salary by standing order if YLCA confirm compliance.

**Meeting closed at 20:53.**

*Signed: Richard Rowson*

*Chair, Escrick Parish Council*

*Date: 1<sup>st</sup> June 2020*