

**Minutes of the Admin and Finance Sub-Committee meeting held on Monday 3rd March 2014 at Escrick Village Hall**

Present: Cllr J Goode  
Cllr S Cunningham  
Cllr M Luscombe

Apologies: Cllr E Casling

Clerk Mrs L Reader

In the absence of the Chairman, Cllr Goode was appointed as temporary chairman. Cllr Goode signed a temporary Declaration of Acceptance of Office.

**1. To Discuss the Emergency plan**

The Emergency Plan was discussed at length and a draft document was used to start putting the plan together. This is still a work in progress and will be developed further at future Admin and Finance Sub Committee meetings.

**2. To Discuss the Year end Accounts**

This item was not relevant at this meeting as the Year End Accounts are not available until the end of March, being the end of the Financial Year.

**3. To Discuss the Letter from the External Auditor, Littlejohn - progress on the issues raised**

The Clerk brought a letter from the External Auditor, Littlejohn to the attention of the sub-committee. In summary, the outcome of the investigation into objection received by Littlejohn in August 2013 was that they did not feel that it was necessary to issue a report in the public interest. The letter details the reasons for this decision. The Clerk also brought to the attention of the sub-committee that an invoice for the work carried out by the External Auditor had also been received and that this was for the sum of £1974.00.

**4. To Discuss the Loan for Street Lighting Work**

The Clerk was asked to draft a letter to reply to Mr Hardy's letter.

**5. To Review the Documents on the Website**

The following documents are not yet on the website and the Clerk agreed to put them on as soon as possible

Financial Regulations

Planning Working Group Terms and Conditions

Risk Assessment

Health and Safety Policy

Complaints Procedure

The Clerk also agreed to put the Planning Documents onto the website as soon as possible.

There being no further business, the meeting was closed.