

# Easingwold Town Council

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Clerk: Mrs J Bentley

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15<sup>th</sup> February 2016

## FINANCE & GENERAL PURPOSES COMMITTEE

To: Councillors N Madden, R Tanfield, S Shepherd, P Nottage, C Jackson

You are requested to attend a meeting of the above Committee on Monday 22<sup>nd</sup> February 2016 at 7pm in the Council Chamber at the Galtres Centre.

Yours sincerely

Jane Bentley  
Town Clerk

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## AGENDA

### 1. Apologies

To receive and approve apologies from any absent members

### 2. Minutes

To approve minutes of meeting dated 7<sup>th</sup> December 2015 (attached) for signature

### 3. Clerk's progress report & Matters Arising (items for information only)

- All budget work duly completed and a precept of £120,247.92 requested from HDC
- It was agreed that Easingwold Town Council would not opt out of the proposed External Audit Regime following a letter from YLCA.
- The person involved in the previously reported toilet door incident has undertaken community service.

All other progress has already been reported at Council.

*Matters Arising:*

### 4. Staffing Matters

4.1 To note the Annual & Sick Leave status for Clerk and Assistant Clerk

Clerk: No sick leave this financial year; 45 hours remaining, 28 hours will be carried over and the rest will be taken in shorter days before 1<sup>st</sup> April 2016.

Asst Clerk: No sick leave this financial year; 50 hours remaining, 24 will be taken from 22/2 – 4/3, 4 on 21/3, 12 will be carried over and 10 hours will be taken before 1<sup>st</sup> April 2016.

4.2 Staff annual salary review (annual increment due 1<sup>st</sup> April 2016 as per existing contract); to consider the next increment for 2016/17.

4.3 To arrange appraisals for the Clerk and Assistant Clerk.

### 5. Finance Matters

5.1 To note the spend to date against budget (Income & Expenditure Report and Trial Balance) at end January (subject to availability of the month end bank statements).

5.2 To consider if any virements are necessary

5.3 To review the investments and community account balance (to follow by email)

5.4 To consider making a recommendation to full council that the Clerk (RFO) to work up to a maximum of 40 hours to complete year end actions during April & May 2016.

5.5 To consider appointing an independent accounting consultant, Mr WB Taylor, to assist the Clerk verify year end 31.03.16 work and the Annual Return. This will be subject to Mr Taylor confirming his availability.

5.6 To receive a proposal from Councillor Jackson to gain a Street Accreditation qualification and to approve the cost.

### **Investments**

To consider any new investment options and decide the way forward.

### **6. Wifi**

To receive an email from CLANNET and resolve the way forward.

### **7. Risk Assessments**

To undertake the annual review.

### **8. Audit**

8.1 To appoint an Internal Auditor for year ending 31/3/16; Yorkshire Internal Audit Services carried out the audit for y/e 31/3/15.

8.2 To appoint a councillor to undertake the next Internal Controls check for y/e 31/3/16.

### **9. Newsletter**

To note that the next newsletter is due at the end May which will be the Chairman's Report.

### **10. Legal Issues**

To consider any matters

### **11. Insurance**

To note that the current policy was taken over a three year term, effective until 31/5/17.

### **12. Website**

To consider any matters and decide the way forward

### **13. Date of next Meeting**

To consider the possible date of Monday 21<sup>st</sup> March 2016 at 7.00pm or decide another