

Easingwold Town Council

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Clerk: Mrs J Bentley

14th March 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 21st March 2016 at 7pm in the Council Chamber at the Galtres Centre.

Yours sincerely

Jane Bentley
Town Clerk

AGENDA

1. Apologies

To receive and approve apologies from any absent members

2. Minutes

To approve minutes of meeting dated 22nd February 2016 (attached) for signature

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

- Mr WB Taylor was appointed as an independent accounting consultant, to assist the Clerk to verify year end 31.03.16 work and the Annual Return on 29th February 2016.
- Mr Howard Miller of Yorkshire Internal Audit Services has agreed to carry out the internal audit on 11th May 2016 at 9.15am.
- Councillor Tanfield will carry out the internal controls check on March 21st 2016.
- **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; 31 hours leave remaining, 28 hours will be carried over and the rest will be taken before 1st April 2016.

Asst Clerk: No sick leave this financial year; 22 hours leave remaining, request to carry over full amount.

4.2 To receive and approve annual appraisals for the Clerk and Assistant Clerk.

4.3 To receive a letter from the Assistant Clerk regarding hours and consider the way forward

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

5. Finance Matters

5.1 To note the spend to date against budget (Income & Expenditure Report and Trial Balance) at end February (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)

6. Investments

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

7. Newsletter

To consider any matters.

8. Legal Issues

To consider the street furniture licence format and agree the way forward.

9. Insurance

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

10. Website

To consider any matters and decide the way forward

11. Date of next Meeting

To consider the possible date of the next meeting.