

Easingwold Town Council

Easingwold Library, Market Place,
Easingwold, York YO61 3AN

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Clerk: Mrs J Bentley



FINANCE & GENERAL PURPOSES COMMITTEE Tuesday 7th March 7.00pm, the Council Chamber, Galtres Centre

AGENDA

1. Apologies

To receive and approve apologies from any absent members

2. Minutes

To approve minutes of meeting dated 28th November 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 the budget work and the precept calculation.
- The insurance claim for the theft of the Yorkshire Stone is being progressed by Zurich.
- Two new litter bins have been placed in the Skate Park and are being emptied by Hambleton District Council
- A new office within the library will be occupied by Easingwold Town Council from the 1st April 2017
- Wifi is running smoothly with no reported issues

- *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; 14 hours leave remaining, which will be taken before 1st April 2017

Asst Clerk: No sick leave this financial year; 6 hours leave remaining, which will be taken before 1st April 2017

4.2 To set annual appraisal dates for the Clerk and Assistant Clerk

4.3 Staff annual salary review (annual increment due 1st April 2017 as per existing contract); to consider the next increment for 2017/18

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 receive an update from Councillor Barnes and consider the way forward

8. Audit

8.1 To appoint an Internal Auditor for year ending 31/3/2017: Yorkshire Internal Audit Services carried out the audit for y/e 31/3/2016.

8.2 To appoint a councillor to undertake the next Internal Controls check for y/e 31/3/2107.

8.3 To consider the appointment of an independent accounting consultant to assist the Clerk with year end work

9. Legal Issues

To consider any matters

10. Insurance

To note that the current policy was taken over a three year term, effective until 31/5/17 and to agree the way forward for renewal

11. Website

To consider any matters and decide the way forward

12. Risk Assessment

To review the proposed risk assessment and agree the way forward

13. Date of next Meeting

To consider the possible date of the next meeting