

# **Barwick in Elmet & Scholes Parish Council**

## **Agenda for the Finance and General Purposes Committee**

Meeting to be held on 24<sup>th</sup> July 2019 at Barwick in Elmet Methodist Schoolroom at 7 p.m.

### **AGENDA**

1. To receive apologies for absence.
2. To receive any declarations of interest not already declared under the council's code of conduct or members Register of Disclosable Pecuniary Interests and to receive and consider any applications for dispensation.
3. To **approve and sign the Minutes** of the Finance and General Purposes Committee Meeting held on 20<sup>th</sup> June 2019
4. **Additional work requests, costings and action**
  - Scholes Lodge Lane wall work and garden area – to consider quotes
  - To consider septic tank quote
5. **Assets**
  - To note that Cllr. Slater had met with the Clerk and would present a revised Asset List to the September Committee meeting
  - To note that Tennis Club have surrendered their lease leaving the Parish Council to manage the Sports Pavilion in Scholes
6. **Risk assessment list**
  - Review of content – to note the work being undertaken by Cllr. Slater in recording risk assessments and to consider a similar risk assessment in Barwick in Elmet
7. **Programme of Works Schedule**
  - To consider the review of the Programme of Works Schedule being carried out by Cllr. Clover
8. **Finance**
  - To confirm arrangements for In-House audit.
  - To note that the change of signatories on the Bank Mandate had been confirmed by the bank and to continue to consider a pre-loaded payment card
9. **Other Agenda Items**
  - To consider sharing information using a share drive such as Google Drive.
  - To consider having a Parish Council grants policy
10. **Open Forum issues/Suggestions**
11. **Date of next meeting**