

# Barwick in Elmet & Scholes Parish Council

## Agenda for the Finance and General Purposes Committee

Meeting to be held on 19<sup>th</sup> September 2019 at Scholes Sports Pavilion 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 24<sup>th</sup> July 2019
4. **Additional work requests, costings and action**
  - Scholes Lodge Lane wall work and garden area – update
  - Barwick septic tank - update
5. **Assets**
  - Amendments to Parish Asset Register noting that there are a number of items listed on the register that are no longer owned by the PC.
6. **Sports Pavilion in Scholes**
  - To report on progress in setting up a management working party to run the Pavilion (as agreed at the last PC meeting) and to consider membership and terms of reference.
  - To receive updates on legionnaires checks
  - To note the agreement to allow FC Scholes to use the Pavilion for £750.
  - To note that a maintenance budget of £1,000 had been agreed at the last PC meeting and to assess likely running costs.
  - To consider allowing the Pavilion to be let to other users and appropriate hire charges and system for handling bookings.
7. **Risk assessment list**
  - Update on the progress of updating and completing the risk assessments for Scholes ward.
8. **Programme of Works Schedule**
  - To consider the review of the Programme of Works Schedule being carried out by Cllr. Clover
9. **Finance**
  - To confirm arrangements for In-House audit.
  - To consider electronic payments and timely payments noting that the RFO now has a new user ID when logging into the bank account which may allow digital payments and to discuss appropriate controls.
  - To consider an update of signatories
  - Revised NALC Model Financial Regulations
10. **Annual Agenda Items (Autumn pre-October)**
  - i. Budget for the next Financial Year.
  - ii. Assets to be inspected for Public Liability/Risk assessment.
11. **Other Agenda Items**
  - To consider the use of a local solicitor with a more realistic set of fees rather than a city centre company.

- To consider the draft Parish Council grants policy produced by Cllr. Slater with a recommendation that it be presented to the full Parish Council subject to agreement of the Committee.
- To consider the communication from the YLCA regarding the independent review into Local Government Audit noting the deadline for responses of 5pm 18<sup>th</sup> October 2019.
- Update on secondary water meters at Scholes.
- Review of sharing information using a shared drive.

**12. Open Forum issues/Suggestions**

**13. Date of next meeting**