Barwick in Elmet & Scholes Parish Council

Agenda for the Finance and General Purposes Committee

Meeting to be held on 13th February 2020 at Scholes Sports Pavilion at 7 p.m.

**AGENDA**

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| **1.** | To receive apologies for absence. |
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| **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 12th December 2019 |
| **4.** | **Additional work requests, costings and action**   * Scholes Lodge Lane wall work and garden area – update * Barwick septic tank – update * Secondary water meters at Scholes - update |
| **5.** | **Assets**   * Amendments to Parish Asset Register. * Christmas Lights |
| **6.** | **Sports Pavilion in Scholes**   * To report on progress in setting up a management committee to run the Pavilion * To note that there have been block booking by two users and to report on other enquiries. |
| **7.** | **Data Audit Review** |
| **8.** | **Review of Documents/Policies**   * Financial Risk Assessment including removal of references to Zurich as the insurer and removal of references to £100 cash floats. * Expenses Policy * Social Media Policy – including appointment of a nominated Councillor or Councillors as moderator(s) * Committee Terms of Reference |
| **9.** | **Programme of Works Schedule**   * Update on programme of Works |
| **10.** | **Annual Agenda Items (Autumn pre-October)**  To note the auditor’s report regarding the Responsible Financial Officer using his personal debit card to make purchases and to consider alternatives and to consider a pre-paid card. |
| **11.** | **Other Agenda Items** |
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| **12.** | **Date of future meetings**  16th April 2020 - John Rylie, 10th June 2020 – Pavilion, 10th September 2020 - John Rylie, 12th November 2020 – Pavilion, 14th January 2021 - John Rylie and 11th March 2021 - Pavilion |