

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

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

Meeting to be held on 20<sup>th</sup> June 2019 at the John Rylie Centre at 7 p.m.

### **AGENDA**

1. To appoint someone to take the minutes.
2. To receive apologies for absence.
3. 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.
4. To **approve and sign the Minutes** of the Finance and General Purposes Committee Meeting held on 23<sup>rd</sup> May 2019
5. **Additional work requests, costings and action**
  - Leaflet distribution across the Parish
  - Scholes Lodge Lane wall work and garden area – to consider quotes
  - Consider quotes for spraying brambles on Hall Tower Hill
6. **Assets**
  - Review of Existing Assets
  - Adjustments or additions to content.
7. **Risk assessment list**
  - Review of content
  - Adjustments or additions to content
  - To consolidate Risk assessments into a single document
8. **Programme of Works Schedule**
  - Review of work done
  - Action for work outstanding
  - Adjustments or additions to content
9. **Finance**
  - To confirm arrangements for In-House audit.
  - Bank Mandate
10. **Other Agenda Items**
  - To consider sharing information using a share drive such as Google Drive.
  - To consider having a Parish Council grants policy
11. **Open Forum issues/Suggestions**
12. **Date of next meeting**