

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

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

Meeting to be held on 13<sup>th</sup> February 2020 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 12<sup>th</sup> 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**
12. **Date of future meetings**

16<sup>th</sup> April 2020 - John Rylie, 10<sup>th</sup> June 2020 – Pavilion, 10<sup>th</sup> September 2020 - John Rylie, 12<sup>th</sup> November 2020 – Pavilion, 14<sup>th</sup> January 2021 - John Rylie and 11<sup>th</sup> March 2021 - Pavilion