

ADDINGHAM PARISH COUNCIL

NOTICE IS HEREBY GIVEN that a Meeting of the Finance Committee of Addingham Parish Council will be held at **The Memorial Hall, Addingham** on **Wednesday 18 October** at **6.30pm**, for the purpose of transacting the business set out on the Agenda below. Members of the press and public are invited to attend and may address the Committee at the invitation of the Chairman.

Jane Markham MA, ACIS, MILCM
Clerk to Addingham Parish Council
12 October 2017

AGENDA

1. **Apologies for Absence**
To receive apologies and approve reasons for absence as notified by Members.
2. **Disclosures of Interest**
To receive any declarations of interests (not already entered in the Members' Register of Interests) and to record from Members any disclosures of interests (previously registered or not), including the nature of any such interests, which may be relevant to matters to be considered at the meeting.
Note: A listing of members' interests relevant to the business of the meeting, if any, will be reported at the outset of the meeting and will be recorded in the Minutes. Members are asked to check the Code of Conduct (available on website) to confirm their responsibilities. Members with interests defined in Appendix A of the Code (financial interests) must withdraw from the meeting during discussion of the item(s) in which they have an interest, unless a dispensation has been granted. Forms to apply for a dispensation, if necessary, will be available from the Clerk. Members without a dispensation may only remain in the meeting and take part in the discussion (but not vote on the matter) where their interests are personal interests as defined in Appendix B of the Code.
3. **Public Consultation and Question Time**
To receive questions and comments on any matter listed on the Agenda or on any other matter associated with financial matters.
4. **Minutes of Meeting on 12 April 2017**
(Copy of draft minutes circulated to members and available on Council website)
To confirm the minutes of the meeting held on 12 April 2017 as a true and correct record
5. **Review of regular payments**
(List of payments made annually, and by Direct Debit and Standing Order attached for Members)
To review regular payments and confirm recommendations.
6. **Action Plan 2018/19**
To consider a draft Action Plan with implications, as appropriate, for budgetary expenditure 2017/18
7. **Insurances 2018**
To receive a revaluation report on council-owned properties (if available by the date of the meeting), consider proposals for renewal of the insurances 2018, and make recommendations to Council, as appropriate
8. **Internal Audit 2017/18**
To consider the appointment of the internal auditor for the year 2017/18 and make recommendations to Council
9. **Risk Assessment Policy and Annual Risk Assessment Reports**
To review the Risk Assessment Policy and the Annual Risk Assessment reports on Council-owned buildings and events ***(copies attached)***
10. **Exclusion of Press and Public**
To consider the exclusion of the press and public from the meeting for the duration of item 12 (below) on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted
ENSURING THAT NO REPORTING TAKES PLACE DURING PRIVATE SESSION *If the proceedings of the Council are being recorded or filmed, the Chairman will ensure that any such reporting is stopped for the duration of the following item. Where appropriate, checks will be made to ensure that any recording or filming equipment is switched off and, where possible, removed from the meeting room.*
11. **Review of Salaries and Contracts**
(Copy of Salaries and Contracts Schedule attached)
To review the salaries and contracts budget 2018/19 and to agree arrangements for staff appraisals 2017
12. **Date of Next Meeting**
To be convened as required