

ADDINGHAM PARISH COUNCIL

NOTICE IS HEREBY GIVEN that a Meeting of the Finance Committee of Addingham Parish Council will be held in the Library on **Tuesday 17 September 2019** at **7.30pm**, 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, PSLCC
Clerk to Addingham Parish Council

11 September 2019

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 16 April 2019**
(Copy of draft minutes circulated to members and available on Council website)
To confirm the minutes of the meeting held on 16 April 2019 as a true and correct record
5. **Action Plan 2020/23**
To receive the draft Action Plan 2020/23, incorporating a proposed list of capital projects for the 3-year period, review implications for budgetary expenditure 2020/21, and make recommendations to Council as appropriate
6. **Review of regular payments (excluding salaries and contractor)**
(List of payments made regularly and by Direct Debit and Standing Order attached for members)
To review regular payments to inform the initial stages of the Budget process 2020/21, and make recommendations to Council, as appropriate
7. **Insurances 2020**
To receive an estimate for renewal of insurance costs under the 3-year contract with current insurers, Zurich Insurance plc
8. **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)***
9. **Exclusion of Press and Public**
Pursuant to Public Bodies (Admission to Meetings) Act 1960, to consider the exclusion of the press and public from the meeting for the duration of item 11 (below) on the grounds that publicity would be prejudicial to the public interest by reason of the confidential personal and contractual 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.*
10. **Review of salaries and contractor costs**
To review the schedule of salaries and contractor costs to inform the initial stages of the Budget process 2020/21, receive proposals from the Clerk, and make recommendations to Council, as appropriate
11. **Date of Next Meeting**
To be convened in November