

<p style="text-align: center;">New Earswick Parish Council Finance Committee (Virtual Meeting) Minutes 3 February 2021 16.00 hours</p>

Attending Councillors: Carol Runciman (Chairman) (CR)
Fiona Crawford (FC)
Christine Durrant (CD)
Sue Glenton (SG)
Roy Love (RL)

Apologies: Audrey Steel (AS)

Clerk/Minute Taker: Sally Bruckshaw (SB)

FC21.02.01 **Notices of the Meeting, receipt of apologies and approving reasons for absence**

The notices of the meeting had been posted on the Parish notice board and web site. The reason for apologies was agreed.

FC21.02.02 **To receive declarations of interest on any items on the agenda**

Item 4 – SG took no part in the discussion.

FC21.02.03 **To approve the minutes of the meeting held on 16 December, 2020**

The minutes of the meeting held on 16 December, 2020 were approved as a correct record. Due to Covid 19 restrictions, these would be signed by SG.

FC21.02.04 **To decide how to advise the full Council regarding any grant applications that had been submitted**

After considering the application from New Earswick Local History Society, it was agreed to recommend that a grant of £500 be awarded. Currently there were over 60 people on the mailing list for the organisation.

FC21.02.05 **To review the Council's Grant Application and Financial Agreement forms**

The forms did not require any amendments other than to change the dates.

FC21.02.06 **To review the internal financial controls including the internal audit arrangements for the 2020-21 year**

SB to check the numbering relating to the annual return. Otherwise no changes were to be made. The date for the annual internal audit had been arranged for Friday, 23 April, 2021.

FC21.02.07 **Update on information relating to the financial compensation scheme for Parish Councils**

Following the letter from the bank confirming the details relating to the scheme, the disclaimer remained on bank statements. SB had contacted the bank again and the matter had been referred to their complaints scheme.

FC21.02.08 **To consider and review the job description of the Clerk**

The job description was based on national guidance and no changes were to be made. 15 hours per week on spinal column 17 were in place (2020/21). Members considered working arrangements due to the current situation and agreed that the majority of holiday entitlement was outstanding. SB to notify CR and SG of the exact hours.

FC21.02.09 **To agree the date and time of the next meeting**

Provisional dates were to be circulated for confirmation.

The meeting closed at 16.25 hours.

Signed _____ Chairman Date _____