

**The Meeting of  
Riccall Parish Council's  
Administration and Finance Committee  
will be held on  
7 September 2020  
from 7.30 p.m.**

**via Zoom — please contact the Clerk for details Tel/Fax: (01757) 249308  
Email: clerk@riccallparishcouncil.org.uk**

*Sandra Botham*

*The September agenda should include an evaluation of staff hours and rates of pay, in preparation for the budget meeting.*

**AGENDA**

**1 Apologies and declarations of Interest**

*To receive and accept apologies for absence and declarations of interest in items on the agenda*

**2 Minutes of previous meeting**

*To note that the minutes of the Administration and Finance Committee meeting on 1 June 2020 were adopted at the RPC meeting held on 15 June 2020.*

**3 Progress report and update**

*Report on issues from the last minutes.*

**3 Internal audit**

*To review the internal audit process and adapt to be carried out at remote meetings.*

**4 Evaluation of staff hours and rates of pay**

*Preparation for budget.*

**5 Funding request**

*To consider any requests for funding.*

**6 Financial Regulations**

*To consider a resolution to update the Financial Regulations in relation to on-line banking procedures.*

**7 Policy review**

*To consider the Website Accessibility Regulations and options to achieve this.*

*To consider the current Terms of Reference for this Committee and to create Terms of Reference for use by Working Groups.*

**8 Staff matters**

*To discuss any relevant staff matters.*

**Mrs Sandra Botham  
Clerk to Riccall Parish Council  
1 September 2020**