

**The meeting of**  
**Riccall Parish Council's**  
**Administration and Finance Committee**  
**will be held on**  
**1st March 2020**  
**from 7.30 p.m. via Zoom**

*The March agenda should include a review of the insurance policy, standing orders, financial regulations, financial risk assessments and internal audit effectiveness, in preparation for the Annual Meeting of the Full Council.*

## **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 held on 4 January 2021 were adopted at the RPC meeting held on 18 February 2021.*

**3 Progress report and update**

*Clerks report on issues from the last minutes.*

**4 Internal audit**

*An Internal audit of 10% of the accounts for October, November, December 2020. An internal audit of HMRC payments December 2020.*

**5 Council meeting procedures**

*To continually consider ways of making full Council meetings as effective as possible.*

**6 Review of procedures**

*To complete an annual review of procedures:  
standing orders, financial regulations, financial risk assessments and internal audit effectiveness, in preparation for the Annual Meeting of the Full Council.*

**7 Asset list**

*To review the current list of vulnerable assets for insurance purposes.*

**8 New Website**

*To consider the choice of provider.*

**9 Right to Regenerate consultation**

*To consider the response to the consultation for full council.*

**10 Climate- 50 points consultation**

*To review the document for full council.*

**11 Policies**

*Update from Cllr Morton.*

**12 Staff matters**

*An opportunity to discuss and consider any staff issues.*

Topic: ADMIN & FINANCE COMMITTEE MEETING MARCH 2021

Time: Mar 1, 2021 07:30 PM London

Join Zoom Meeting

<https://zoom.us/j/98131777063?pwd=ZmtjNzlvZFhzOTRXTmtTT2w0MWh3QT09>

Meeting ID: 981 3177 7063

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**Mrs Sandra Botham**

**Clerk to Riccall Parish Council 23 February 2021**