

**The Meeting of**  
**Riccall Parish Council's**  
**Administration and Finance Committee**  
**will be held on**  
**4th January 2021**  
**from 7.30 p.m.**  
**via Zoom**

*The January agenda should include a review of all Council health and safety procedures and risk assessment procedures.*

## **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 the minutes of the Administration and Finance committee meeting on 6th September 2020.*

**3 Progress report and update**

*Report on issues from the last minutes*

**4 Internal audit**

*An Internal audit of 10% of the accounts for July, August and September 2020 and audit sheets for staff salaries.*

*An internal audit of payments to HMRC for tax and NI.*

*The new process will be used.*

**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 the current system of Health & Safety procedures and risk assessments*

**7 Asset list**

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

**8 Parish Council Policies**

*To review of the Co-option Policy.*

*To consider protocol of committees, sub-committees and working groups.*

*To also consider Terms of Reference associated with the above groups.*

**9 Parish Council Business Continuity Plan**

*To review the current plan.*

**10 Youth of the Year**

*To consider any nominations received.*

**11 Staff matters**

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

Zoom meeting details:

Topic: ADMIN & FINANCE MEETING 4 JAN 2021 7.30PM

Time: Jan 4, 2021 07:00 PM London

Join Zoom Meeting

<https://zoom.us/j/97646920178?pwd=MW9Mb0xqQTdWM003SIZWY1Rlcm5JUT09>

Meeting ID: 976 4692 0178

Passcode: 019478

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Find your local number: <https://zoom.us/u/abQ5Vy4xS>

**Mrs Sandra Botham**

**Clerk to Riccall Parish Council**

**29 December 2020**