

**The meeting of**  
**Riccall Parish Council's**  
**Administration and Finance Committee**  
**will be held on**  
**7<sup>th</sup> March 2022**  
**from 7.30 pm**  
**at Riccall Methodist Chapel**

*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**

### **Apologies and declarations of Interest**

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

#### **1 Minutes of previous meeting**

*To note that the minutes of the Administration and Finance Committee meeting held on 10th January 2022 which were adopted at the RPC meeting held on 21 February 2022*

#### **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 July, August, September October, November, December 2021. An internal audit of HMRC payments December 2021*

***Two quarters as we had not got sufficient paperwork to carry July - September at January's meeting.***

#### **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      Accounts**

*Update from Cllr Dawson from Rialtas*

*To consider looking at moving our asset accounts and project accounts to a another Bank.*

**9      Policies**

*Update from Cllr Morton.*

**10     Business Continuity**

*To discuss the draft policy circulated*

**11     Staff matters**

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

**Brian Keen Chairman February 28th Feb 2022**