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NOTICE IS HEREBY given that a meeting of the Finance and Corporate Governance Committee is to be held **Monday 2 November at 8.00pm** using Zoom digital platform (joining details are below)

Join Zoom Meeting: <https://us02web.zoom.us/j/83199689625>

Meeting ID: 831 9968 9625

The business to be transacted at this meeting is set out below.

M Eyre

Kippax Parish Council Proper Officer

Tuesday 27th October 2020

AGENDA

046/2020. Apologies

- a) To note apologies received and approve any reasons for absence

047/2020. To Note any Declarations of Interest

- a) To note declarations of interest not already declared under members code of conduct or members register of disclosable pecuniary interests
- b) To approve dispensation requests

048/2020. Meeting of Finance and Corporate Governance Committee held 5 October 2020

- a) To approve minutes of the meeting of Finance and Corporate Governance Committee held 5 October 2020 as a true and accurate record of that meeting

049/2020. Finance and Corporate Governance Administration

- a) To consider the Expenses policy and recommend to full council for approval
- b) To receive an update on bank signatories from Cllr Eyre
- c) To receive an update on cancelled cheques from Cllr Kelly
- d) To receive an update on the Safeguarding Review from Cllr Kelly

050/2020. Grant Applications

- a) To consider the Grants Policy and recommend to full council for approval
- b) To consider the Grants Application Form and recommend to full council for approval
- c) To consider the Grants Terms Letter and recommend to full council for approval
- d) To consider the Grants Report Form and recommend to full council for approval
- e) To review any new grant applications to be considered by full council on 19th November 2020

051/2020. Internal Controls

- a) To review the accounts for payment and resolve to recommend payment for the accounts for payment at the full council meeting on 19th November 2020
- b) To review the wage slips and confirm accuracy of salaries
- c) To review the P32 and the council's HMRC liability
- d) To receive an update from the cheque book holder on correct completion of cheques
- e) To review the cashbook and resolve to approve its accuracy
- f) To review the bank reconciliation with the bank statement and resolve to approve its accuracy
- g) To receive an update on receipts and consider further action where necessary
- h) To receive an update on VAT from the Acting Clerk

053/2020. Budgets

- a) To review the 20/21 budget monitoring sheet and consider amendments to recommend to full council for approval

054/2020. Gifting Policy

- a) To consider YLCA's advice on gifting retired/former employees and councillors
- b) To consider a policy for Kippax Parish Council to recommend to full council

055/2020. Next Meeting

- a) To notify the Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting
- b) To confirm date of next meeting of Finance and Corporate Governance Committee as Monday 7th December 2020 at 8.00pm