



[www.kippax-pc.gov.uk](http://www.kippax-pc.gov.uk)

**NOTICE IS HEREBY GIVEN** that a meeting of the Finance and Corporate Governance Committee is to be held **Monday 8 March at 7.00pm** using Zoom digital platform (joining details are below)

**Join Zoom Meeting:** <https://us02web.zoom.us/j/84315663816>

**Meeting ID:** 843 1566 3816

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

*D Meir*

**Kippax Parish Council Proper Officer**

**Tuesday 2nd March 2021**

---

## **AGENDA**

### **079/2021. Apologies**

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

### **080/2021. 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

### **081/2021. Meeting of Finance and Corporate Governance Committee held 8 February 2021**

- a) To approve minutes of the meeting of Finance and Corporate Governance Committee held 8 February 2021 as a true and accurate record of that meeting

### **082/2021. Finance and Corporate Governance Administration**

- a) To receive an update on the bank mandate  
b) To receive an update on debit card  
c) To receive an update on online banking  
d) To receive an update on the appointment of an internal auditor

**083/2021. Grant Applications**

- a) To review any new grant applications to be considered by full council on 18<sup>th</sup> February 2021

**084/2020. 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 18<sup>th</sup> March 2021
- b) To review the wage slips and pension record and confirm their accuracy
- c) To receive an update from the cheque book holder on correct completion of cheques
- d) To review the cashbook and resolve to approve its accuracy
- e) To review the bank reconciliation with the bank statement and resolve to approve its accuracy
- f) To receive an update on receipts and consider further action where necessary
- g) To receive an update on VAT from the Clerk
- h) To review the caretakers petty cash transactions

**085/2020. 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 12<sup>th</sup> April at 8pm