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**NOTICE IS HEREBY GIVEN** that a meeting of the Finance and Corporate Governance Committee is to be held **Monday 12 April at 8.00pm** 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 6th April 2021**

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## **AGENDA**

**086/2021. Apologies**

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

**087/2021. 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

**088/2021. Meeting of Finance and Corporate Governance Committee held 8 March 2021**

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

**089/2021. Finance and Corporate Governance Administration**

- a) To receive an update on debit card
- b) To receive an update on online banking
- c) To review the financial regulations and make recommendation to full council for approval.
- d) To review the insurance quotes and make recommendation to full council.

**090/2021. Grant Applications**

- a) To review any new grant applications to be considered by full council on 15<sup>th</sup> April 2021

**091/2021. 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 15<sup>th</sup> April 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 review and approve the annual VAT refund claim
- h) To review the caretakers petty cash transactions

**092/2021. Budgets 2020/21**

- a) To review the budgets for 2021/22 and make any recommendations to full council.

**093/2020. 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