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NOTICE IS HEREBY GIVEN that a meeting of the Finance and Corporate Governance Committee is to be held **Monday 14th June at 7.00pm** in the Leisure Centre.

Member of the press and public are invited to listen to the meeting via the 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 8th June 2021

AGENDA

001/FG/2122. Election of Chair and Vice Chair:

- a. To receive nominations and elect a Chairman
- b. To receive nominations and elect a Vice Chairman

002/FG2122. Apologies

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

003/FG/2122. 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

004/FG/2122. Meeting of Finance and Corporate Governance Committee held 12 April 2021

- a. To approve the minutes of the meeting of Finance and Corporate Governance Committee held 12 April 2021 as a true and accurate record of that meeting

005/FG/2122. Finance and Corporate Governance Administration

- a. To receive an update on debit card
- b. To receive an update on online banking
- c. To consider the arrangements for writing cheques
- d. To receive an update on the data audit and consider any action required

006/FG/21222. Grant Applications

- b. To review any new grant applications to be considered by full council on 22nd June 2021

007/FG/21222. 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 22nd June 2021
- b. To review the wage slips and pension record and confirm their accuracy
- c. To review the P32 and the Councils HMRC liability
- d. To confirm that all cheques have been completed correctly and that the cheque counterfoils have been initialled by signatories.
- 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 review the reporting of powers for spending decisions reports and make any recommendations to full Council
- i. To review the caretakers petty cash transactions and recommend to full council it is topped up by £100

008/FG/2122. Budgets

- a. To review the budget monitoring report and make any recommendations to full council.

009/FG/2122. 2020-21 Annual Governance and Accountability Return and Internal Audit

- a. To consider section 1 – The Annual Governance Statements and recommend a response to full council
- b. To review Section 2 – Accounting Statements and make recommendation to full council
- c. To review the Annual Internal Audit Report and make recommendation to full council
- d. To review the bank reconciliation and explanation of variances and make recommendation to full council
- e. To consider the dates for the period for the exercise of public rights and make recommendation to full council

010/FG/2122. Next Meeting

- a. To notify the Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting
- b. To confirm the date of next meeting of Finance and Corporate Governance Committee as Monday 5th July at 8pm