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NOTICE IS HEREBY GIVEN that a meeting of the Finance and Corporate Governance Committee is to be held **Monday 6th September at 8.00pm** in the Valley Ridge Community Centre

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

D Meir

Kippax Parish Council Proper Officer

Tuesday 31st August 2021

AGENDA

027/FG2122. Apologies

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

028/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

029/FG/2122. Meeting of Finance and Corporate Governance Committee held 9th August 2021

- a. To approve the minutes of the meeting of Finance and Corporate Governance Committee held 9th August 2021 as a true and accurate record of that meeting

030/FG/2122. Finance and Corporate Governance Administration

- a. To receive an update on debit card
- b. To receive an update on online banking

031/FG/2122. 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 16th September 2021

- b. To confirm that all cheques have been completed correctly
- c. To confirm that the cheque counterfoils have been initialled by signatories.
- 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, including magazine advertising and consider further action where necessary
- g. To review the reporting of powers for spending decisions reports and make any recommendations to full council
- h. To review the caretakers petty cash transactions and agree any actions

032/FG/2122. Budgets

- a. To review the salary cost projections against budget and make any recommendations to full council.
- b. To review the budget monitoring report and make any recommendations to full council.

033/FG/2122. Grants

- a. To consider the grant enquiry and update on the previous grant from the Growing Zone and agree any actions.

034/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 11th October at 7pm