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NOTICE IS HEREBY GIVEN that a meeting of the Finance and Corporate Governance Committee to be held **Monday 11th April at 7pm** 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 5th April 2022

AGENDA

001/FG2223. Apologies

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

002/FG/2223. 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

003/FG/2223. Meeting of Finance and Corporate Governance Committee held 7th March 2022

- a. To approve the minutes of the meeting of Finance and Corporate Governance Committee held 7th March 2022 as a true and accurate record of that meeting

004/FG/2223. Finance and Corporate Governance Administration

- a. To receive an update on the application to switch bank accounts to the Unity Trust
- b. To receive an update on the opening of the savings accounts

005/FG/2223. 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 21st April 2022
- b. To review the wage slips and pension record and confirm their accuracy
- c. To review the cheques raised between meetings and approve their accuracy
- d. To confirm that all cheques have been completed correctly
- e. To confirm that the cheque counterfoils have been initialled by signatories.
- f. To review the cashbook and resolve to approve its accuracy

- g. To review the bank reconciliation with the bank statement and resolve to approve its accuracy
- h. To receive an update on receipts, including magazine advertising and consider further action where necessary
- i. To review the reporting of powers for spending decisions reports and make any recommendations to full council
- j. To review the caretakers petty cash transactions and agree any actions
- k. To review the Community Infrastructure Levy (CIL) Report and agree any actions
- l. To review and approve the annual VAT refund claim

006/FG/2223. Budgets

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

007/FG/2223. Grants

- a. To review any new grant applications to be considered by full council on 21st April 2022

008/FG/2223. Audit

- a. To review the Financial Risk Assessment and make recommendations to full council
- b. To check the Asset Register is up to date and accurate and that relevant programmes of inspections and maintenance have been carried out.
- c. To review the insurance provision and relevant documentation and make recommendations to full council

009/FG/2223. Next Meeting

- a. To notify the Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting
- b. To recommend to full council that the date of next meeting of the Finance and Corporate Governance Committee is changed to Tuesday 3rd May at 8pm