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NOTICE IS HEREBY GIVEN that a meeting of the Finance and Corporate Governance Committee is to be held **Monday 6th June at 8pm** 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

Friday 27th May 2022

AGENDA

020/FG/2223. Election of Chairman and Vice Chairman

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

021/FG2223. Apologies

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

022/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

023/FG/2223. Meeting of Finance and Corporate Governance Committee held 3rd May 2022

- a. To approve the minutes of the meeting of Finance and Corporate Governance Committee held 3rd May 2022 as a true and accurate record of that meeting

024/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 nominations and make recommendation to full to approve four nominated users for the Redwood Bank savings account
- c. To receive nominations and make recommendation to full to approve four signatories for the United Trust Bank savings account
- d. To recommend to full council to approve the transfer of £254,500 to the Unity Trust Account
- e. To recommend to full council to approve the transfer of £85,000 to each of the Redwood Bank and the United Trust Bank savings accounts upon opening, from the Unity Trust Account, once the funds have cleared.

025/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 16th June 2022

- b. To review the wage slips and pension record for May and June and confirm their accuracy
- c. To review the P32 and confirm the Councils HMRC liability
- d. To review the cheques raised between meetings and approve their accuracy
- e. To confirm that all cheques have been completed correctly
- f. To confirm that the cheque counterfoils have been initialled by signatories.
- g. To review the cashbook and resolve to approve its accuracy
- h. To review the bank reconciliation with the bank statement and resolve to approve its accuracy
- i. To receive an update on receipts, including magazine advertising and consider further action where necessary
- j. To review the powers for spending decisions report and make any recommendations to full council
- k. To review the caretakers petty cash transactions and agree any actions
- l. To review the Community Infrastructure Levy (CIL) Report for and agree any actions

026/FG/2223. Budgets

- a. To review the final 2021-22 budget report and consider the magazine advertising overspend and make any recommendations to full council.
- b. To review the budget monitoring report for 2022-23 and make any recommendations to full council.

027/FG/2122. Grants

- a. To review any new grant application be considered by full council on 16th June 2022
- b. To note the receipts and evaluation report from The Commemorative Group and confirm completion of the grant

028/FG/2223. 2021-22 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

029/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 the date of next meeting of the Finance and Corporate Governance Committee as Monday 11thth July at 7pm