



www.kippax-pc.gov.uk

NOTICE IS HEREBY GIVEN that a meeting of the Finance and Corporate Governance Committee is to be held **Monday 5 October at 8.00pm** using Zoom digital platform (joining details are below)

Join Zoom Meeting

<https://us02web.zoom.us/j/81291014329>

Meeting ID: 812 9101 4329

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

M Eyre

Kippax Parish Council Proper Officer

Tuesday 29 September 2020

AGENDA

036/2020. Apologies

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

037/2020. 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

038/2020. Meeting of Finance and Corporate Governance Committee held 7 September 2020

- a) To approve minutes of the meeting of Finance and Corporate Governance Committee held 7 September 2020 as a true and accurate record of that meeting

039/2020. Finance and Corporate Governance Administration

- a) To consider the Terms of Reference for Finance and Corporate Governance and recommend to full council for approval
- b) To consider the template for KPC Purchase Orders
- c) To receive an update on bank signatories

040/2020. Grant Applications

- a) To consider any new grant applications and make recommendations for approval for the full council meeting on 17th September 2020
- b) To receive an update on the Growing Zone and make a recommendation to full council for approval

041/2020. Internal Controls

- a) To consider the Internal Controls check list to be signed at each finance meeting
- b) To review the accounts for payment and resolve to recommend payment for the accounts for payment at the full council meeting on 15th October 2020
- c) To review the P32 and confirm accuracy of salaries
- d) To receive an update from the Acting Clerk on the council's HMRC liability
- e) To receive an update from the cheque book holder on correct completion of cheques
- 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 and consider further action where necessary
- i) To receive an update on VAT from the Acting Clerk

042/2020. Missing Cheque

- a) To receive an update on the missing cheque and consider further action

043/2020. Budgets

- a) To review the 20/21 budget monitoring sheet and consider amendments to recommend to full council for approval

044/2020. GDPR

- a) To receive an update on GDPR from the Acting Clerk and make recommendations to full council to consider

045/2020. 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 as 2nd November 2020 at 8.00pm