



# WENDOVER PARISH COUNCIL

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## FINANCE COMMITTEE

2<sup>nd</sup> July 2020 – 3PM

On-line Zoom Meeting

**Committee Membership:-** Cllrs Bulpett (SB), Clayton (MC) Clare (KC), Green (RG), Gregory (NG), Walsh (TW) and Worth (SW).

**To: All Committee Members**

YOU ARE HEREBY SUMMONED TO ATTEND THE ABOVE-MENTIONED MEETING, WHEN IT IS PROPOSED THAT THE BUSINESS TO BE TRANSACTED SHALL BE AS SET OUT BELOW.

MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND. MEMBERS WISHING TO ATTEND MUST CONTACT THE CLERK FOR THE MEETING LOG ON DETAILS.

## AGENDA

1	<b>APOLOGIES FOR ABSENCE</b>	
	To consider any apologies for absence received.	Decision/ALL
2	<b>DECLARATIONS OF INTEREST</b>	
	In accordance with Sections 30(3) and 235(2) of the Localism Act 2011 and the Wendover Parish Council Code of Conduct.	Decision/ALL
3	<b>PUBLIC PARTICIPATION – Maximum 3 minutes per speaker</b>	
4	<b>MINUTES</b>	
	To confirm the minutes of the Grants Sub-Committee meetings of the 10 <sup>th</sup> February 2020 and the Finance Committee Meeting of the 18 <sup>th</sup> February 2020 as a true record.	Decision/ALL
5	<b>CORRESPONDENCE</b>	
	To note and consider any items of Correspondence relevant to this Committee.	Decision/ALL
6	<b>GENERAL REPORTS 2019/20</b>	
a	To review the I&E report, EMRs and balance sheet for March 2020.	Discussion/AM
b	To receive an overview of Income and expenditure for 2019/2020.	Discussion/AM
c	To review the over £1000 report and VAT reclaim for January to March 2020.	Discussion/AM
d	To review the bank reconciliations and statements for January to March 2020.	Discussion/AM
e	To review the cash book reports for January to March 2020.	Discussion/AM
f	To receive an update on project costs up to March 2020.	Discussion/AM
7	<b>GENERAL REPORTS 2020/21</b>	
a	To review the I&E report, EMRs and balance sheet for May 2020.	Discussion/AM
8	<b>OTHER MATTERS</b>	
a	<b>Risk Management Policy</b>	
	To review the Council's Risk Management Policy and Schedule and consider changing the format.	Decision/ALL
b	<b>Internal Audit</b>	
	To receive a report from the Internal Auditor for 2019-20 and consider any recommendations.	Decision/ALL
c	<b>Annual Return</b>	
	To inspect the Annual Return for 2019-2020 prior to approval at the next full Council meeting in July.	Decision/ALL
d	<b>Donation Requests</b>	

	To consider two donation requests referred to Committee from June Parish Council meeting	<b>Decision/ALL</b>
e	<b>2020/21 Virements</b>	
	To review budget lines that will be affected by COVID-19 and discuss potential future virements for a couple of budget lines.	<b>Decision/ALL</b>
9	<b>ITEMS FOR NEXT AGENDA</b>	<b>Discussion/ALL</b>
10	<b>DATE OF NEXT MEETING</b>	
	To consider the scheduled date of the next meeting.	<b>Decision/ALL</b>
10	<b>CLOSURE OF MEETING</b>	

Signed:

Date: 26<sup>th</sup> June 2020



Keith Shelley  
Clerk to the Council

**Appendix One – Correspondence**

Type	From	Content	Needs response?
None			