

TWYFORD PARISH COUNCIL

SUMMONS to attend a meeting of the Finance Committee

to be held on **Thursday 23rd April 2020** at 7.30p.m.

MEETING TO BE HELD VIRTUALLY

MEMBERS OF THE PUBLIC ARE INVITED TO RAISE ANY ITEMS WITH THE CLERK PRIOR TO THE MEETING. IF YOU WISH TO JOIN IN THE MEETING PLEASE CONTACT THE CLERK BY 21ST APRIL.

| Item | Agenda |
|-------------|---|
| F1/20 | To note absences and consider apologies for absence |
| F2/20 | To receive declarations of interest relevant to Agenda Items |
| F3/20 | Public Participation - To receive questions from the members of the public |
| F4/20 | To approve and sign as a true record the minutes of the meeting held on 12 th March 2020 |
| F5/20 | Update on matters arising from the minutes of the meeting held on 12 th March 2020 |
| F6/20 | Review and Sign off Q4 financials |
| F7/20 | Review and approve Q4 VAT return |
| F8/20 | Review and sign off year end financials for 2019 / 2020, including analysis of variance |
| F9/20 | Draft the AGAR and reconciliation forms for year end 2019 / 2020, and review process for completing documentation for external audit. |
| F10/20 | Review 2019 / 2020 year end submission for HMRC and pensions |
| F11/20 | Consider all points for consideration for internal audit, including Governance documentation, Website and Minutes. |
| F12/20 | Review Asset Register, Financial Risk Assessment, Financial Regulations and Standing Orders for 2020 / 2021. |
| F13/20 | Review and adopt Finance committee Terms of Reference |
| F14/20 | Review list of monthly payments |
| F15/20 | Review Clerk, Assistant Clerk and pavilion cleaner pay and pension for 2020 / 2021. |
| F16/20 | Approve 2020 / 2021 budget for publication |
| F17/20 | Review project progress and budgets, and update on CIL application progress. |
| F18/20 | Review progress on moving to digital accounting system with Edge IT. |
| F19/20 | Review list of bank signatories |
| F20/20 | To raise any items for the next agenda and agree the date of the next meeting currently scheduled for 9 th July 2020 |

Jo Nicholson - Clerk to the Parish Council – 16th April 2020

Contact: clerk@twyfordhants.org.uk