

Waddington Parish Council

Clerk: **Mrs Carol Baird**
4 Park Avenue
Clitheroe
Lancashire
BB7 2HW
Tel: 07581 187615
Email: parishclerk@waddington.website

Local Government Act 1972 Finance Committee Meeting of Waddington Parish Council

Members of the Finance Committee of Waddington Parish Council are hereby summoned to a meeting on Monday 11th April 2022 at 6:30pm in the Refectory meeting room at St Helen's church Waddington (entrance by the stocks at the door at the side of the church)



C. Baird (Clerk & RFO)

Agenda

Items for inclusion in the agenda should be submitted to the Clerk seven clear days before the meeting, with supporting information/reports to be sent by the Clerk to all Councillors 3 clear days before the meeting.

1.	Introduction	Attachments
	<i>Chair to welcome Councillors and members of the public, and to explain the process for any public participation at point 4 on the Agenda.</i>	
2.	Attendance and Apologies	
	<i>To note attendance and to receive and approve apologies for absence.</i>	
3.	Declarations of interest	
	<i>To receive declarations of pecuniary or personal interests in matters identified in the agenda.</i>	
4.	Public Participation (max 5 mins per person)	
	<i>To adjourn and hear from members of the public wishing to speak at the meeting (non-residents of Waddington to be heard at the discretion of the Chair).</i>	
5.	Minutes of previous Meeting	
	<i>To resolve to confirm accuracy of the Minutes of Waddington Parish Finance Committee held on Monday 18th October 2021 to be signed off by the Chair.</i>	<i>Draft minutes of October meeting</i>
6.	Any matters arising from the minutes & not covered on this Agenda (resolutions closed & not required to be on this Agenda)	
	<i>None</i>	
7.	Review and amend committee terms of reference	
	<i>Terms of reference to be reviewed and amended; to refer to positions rather than names. Waddington Parish Council to receive and approve any amendments.</i>	

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8.	Review income and expenditure for financial year 2021 - 2022	
	<i>To receive and review a report from the Parish Clerk (Responsible Financial Officer) on the income and expenditure for the year under review.</i>	
9.	Review list of expenditure over £100	
	<i>To receive and review the list of expenditure over £100.</i>	
10.	Year-end bank reconciliation	
	<i>To agree and confirm the year end bank reconciliation prepared by the Responsible Financial Officer.</i>	
11.	Year on year variance as at 31/03/2022	
	<i>To agree and confirm the year-on-year variance as at 31/03/2022; document prepared by the Responsible Finance Officer (RFO).</i>	
12.	Annual Governance Statement and AGAR exemption certificate	
	<i>Agree and confirm details for completion of the Annual Governance Statement and AGAR exemption certificate to be agreed by full council and signed by RFO and Council Chair.</i>	
13.	Commission internal audit	
	<i>To receive and note details of the internal auditor and arrangements. To note and review the internal audit questionnaire from the internal auditor.</i>	
14.	Budgeting, forecasting and reserves	
	<i>To review the budget and forecasting for 2022/2023 with a view to reporting to full council at the April meeting.</i>	
15.	Grants and Fundraising	
	<i>To receive an update on grants received and proposed grant applications.</i>	
16.	Matters brought forward by Cllrs & Clerk as INFORMATION only	
	<i>No debate, resolutions or actions should arise from this item. If necessary, items should be deferred as agenda items for the next meeting.</i>	
17.	Next Meeting dates	
	<i>To consider and approve the date for the next finance committee meeting in October 2022.</i>	

All our Agendas, and Minutes, together with further information about your Parish Council and its activities can be found on our website at www.waddington.website

www.waddington.website/parishcouncil