

MINSTER PARISH COUNCIL



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Clerk to the Council: Mrs. Kyla Lamb MAAT

20th May 2021

POLICY & FINANCE COMMITTEE

A Meeting of the Committee will be held at 6.30 pm on Tuesday 25th May 2021

in the Neighbourhood Centre 4a Monkton Road Minster

Sir or Madam,

You are hereby summoned to attend a meeting of the Policy & Finance Committee which will be held at the Library and Neighbourhood Centre, 4A Monkton Road, Minster on Tuesday 25th May 2021 at 6.30pm for the purpose of considering and passing such resolution or resolutions as may be deemed necessary or desirable with respect to the matters mentioned in the agenda.

Clerk to the Council

NOTE: Residents and members of the public are cordially invited to attend the meeting of the Council under Covid 19 restrictions.

AGENDA

1. ELECTION OF CHAIRMAN

To elect a Chairman for the ensuing year 2021/22.

2. APPOINTMENT OF VICE CHAIRMAN

To appoint a Vice Chairman for the ensuing year 2021/22.

3. MEMBERS' INTERESTS

To register any new interests, or de-registrations, by Members.

4. MINUTES

To approve the Minutes of the Finance Committee held on 5th January 2021 **(Appendix A)**

5. ACCOUNTS TO 31ST MARCH 2021

Members are asked to consider and accept the profit and loss and balance sheet to 31st March 2021. **(Appendix B)**

6. ALLOCATION OF RESERVES 31ST MARCH 2021

Members are requested to consider the Allocation of Reserves and propose any changes and recommend their approval at the next full Council Meeting. **(Appendix C)**

7. REVIEW OF THE ANNUAL RISK MANAGEMENT STATEMENT

Members are asked to consider the attached Annual Risk Management Statement. **(Appendix D)** The Chair of the meeting to sign and date.

8. REVIEW OF THE SYSTEM OF INTERNAL CONTROL

To review the effectiveness of the system of Internal Control Councillors are asked to consider the attached Statement of Internal Control in support of the Annual Governance Statement. **(Appendix E)** The Chair of the Meeting and the Clerk to sign.

9. APPROVAL OF ANNUAL GOVERNANCE STATEMENT 2020-21

Members are asked to recommend to Full Council the approval of the Annual Governance statement for 2020-21, Section 1 of the AGAR for the year ending March 2021. **(Appendix F)**

10. APPROVAL OF ACCOUNTING STATEMENTS FOR 2020-21

Members are asked to recommend to Full Council the approval of the Accounting Statements for 2020-21, section 2 of the AGAR for the year ending 31 March 2021 and the supporting bank reconciliation as at March 2021 and the explanation of the significant variations from last year (2019-20) to this year (2020-21) **(Appendix G)**

11. REVIEW OF FIXED ASSET REGISTER

A copy of the fixed asset register which will include additions and disposals is attached for Members consideration and comments. **(Appendix H)**.

12. ALL WEATHER PITCH INCOME AND EXPENDITURE

A summary of the income and expenditure and money allocated in Reserves toward future replacement mat costs are attached for Members information **(Appendix I)**.

Kyla Lamb
Clerk and RFO
Minster Parish Council
20th May 2021