

## **ANSTON PARISH COUNCIL**

### **NOTICE OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE**

You are hereby summoned to attend a meeting of the Finance and General Purposes Committee to be held at the **Parish Hall, 15a Ryton Road, North Anston, Sheffield, S25 4DL** on **Wednesday 2<sup>nd</sup> February 2022** commencing at **7:30pm** for the purpose of transacting the following business.

- 1. APOLOGIES**  
To receive apologies for absence and to approve reasons for absence
- 2. DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**
  - (a) To receive disclosures by members of any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and any other relevant interests under the Members' Code of Conduct
  - (b) To receive and decide upon request for dispensations to councillors to take part in discussions and votes where they have declared disclosable pecuniary interests
- 3. ITEMS TO BE CONSIDERED IN THE ABSENCE OF THE PUBLIC AND PRESS**  
To identify agenda items where resolutions may be moved to exclude the press and public
- 4. COMMITTEE MEETINGS**  
To receive and confirm the minutes of the meeting of the Finance and General Purposes Committee held on Wednesday 5<sup>th</sup> January 2022
- 5. INTERNAL CONTROL CHECKS**  
To appoint two members to carry out internal control checks of the January accounts
- 6. PAYMENTS**  
To approve payments processed and authorised since the last meeting
- 7. MONTHLY ACCOUNTS**
  - a) To consider/approve bank reconciliation for December 2021
  - b) To consider/approve receipts schedule for December 2021
  - c) To consider/approve payments schedule for December 2021
  - d) To discuss reserves and any action required regarding vireing
- 8. MANAGEMENT ACCOUNTS**  
To discuss management accounts
- 9. DEBTORS**  
To receive an update on debtors and to consider any action required
- 10. GRANTS**  
To decide upon any grant applications received

- 11. TENDERS FOR REPAIRS TO THE OLD LIBRARY**  
To consider quotes (if any) for repairs to the Old Library and to consider any action required
- 12. PHOTOCOPIER**  
To receive a report on the costs of the office photocopier and consider any action required
- 13. FINANCIAL REGULATIONS**  
To consider the NALC model financial regulations and consider any action required
- 14. MID-YEAR INTERNAL AUDIT**  
To discuss mid-year internal audit and consider any action required
- 15. REVISED TERMS OF REFERENCE**  
To discuss the draft revised terms of reference for this committee and consider any action required
- 16. FINANCIAL RISK ASSESSMENT**  
To discuss the 2021/2022 financial risk assessment and consider any action required
- 17. DISCUSSION OF ANY ITEM(S) FOR WHICH THE PRESS AND PUBLIC HAVE BEEN EXCLUDED**  
To discuss and take decisions about any agenda item(s) for which the press and public have been excluded
- 18. DATE OF NEXT MEETING**  
To agree that the next meeting of the Finance and General Purposes Committee will take place at 7.30pm at the Parish Hall, 15a Ryton Road, North Anston on Wednesday 2<sup>nd</sup> March 2022

## **CIRCULATION**

Committee members: Councillors T Baum-Dixon (Chairman of the Committee), B Bentley, D Graham, J Ireland, C Jepson, M Manship, P Matthews, C Tawn and M Wilkinson.

Michael Gazur MCMI PSLCC DMS CiLCA

*M J Gazur*

RFO to the Anston Parish Council  
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28<sup>th</sup> January 2022