



# Prestbury Parish Council

Dated this 21<sup>st</sup> day of July 2021 to members of the Finance & General Purposes Committee Prestbury Parish Council. You are hereby summoned to attend a meeting of the Committee which will be held on:

**Date: Monday 26<sup>th</sup> July 2021**

**Time: 7.30pm**

**Venue: The Village Hall, Macclesfield Road, Prestbury, SK104BN**

## **Note to Councillors:**

If a member is unable to attend the meeting, please notify the Chairman of your apologies. If a member requires advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote, he/she is advised to contact the Clerk at least twenty-four hours in advance of the meeting.

## **Note to Public and Press:**

Members of the public are open to attend the meeting. Those wishing to address the Council should notify the clerk by email 48 hours before the meeting at [clerk@prestbury.gov.uk](mailto:clerk@prestbury.gov.uk) Members of the public will be able to address the meeting in person during Public Participation.

Due to the current Covid 19 restrictions a risk assessment has been undertaken and all attendees to this face-to-face meeting will be requested to follow its requirements. This assessment will be provided in advance by the clerk to all those wishing to attend.

## **AGENDA**

- 1. Election of Chair for the year 2021/22**
- 2. Election of Vice Chair for the year 2021/22**
- 3. Apologies** - To receive any apologies for absence and note any non-attendance
- 4. Declarations of Interest** - To receive any disclosable pecuniary or other disclosable interests as required under Chapter 7 of the Localism Act 2011.
- 5. Public Participation** - The Chair may allow representations from members of the public.
- 6. Minutes** – To approve the minutes of the last meeting 21<sup>st</sup> April 2021
- 7. Finance / Audit** - To note balance on account, receive bank statements for quarter one, confirm payments and receipts for the period April to June 2021, consider bank reconciliation for the same period. To identify any payments not approved, and check invoices (along with bank account details) against payments - in particular, large payments or smaller frequent payments.
- 8. Review the Internal Audit responses 2020/21** – To consider for any further action.

9. **Budget Update** – To discuss budget revision to reflect planned expenditure to the end of year
10. **VAT Qtr 1** – To note
11. **Regular Payments Update** – To note
12. **Salary Payments** – To consider payment method of salaries
13. **Mileage/Expenses Form** – To consider for the purpose of recording of claims
14. **Bank VISA debit card** - To consider whether Cllr Holes as Vice Chair (Finance) should retain his Visa Debit Card once the RFO has received theirs.
15. **Future Meetings** - To approve the date of the next meetings

Signed – Mark Wheelton Clerk to Prestbury Parish Council

Dated – 21<sup>st</sup> July 2021