

BREAGE PARISH COUNCIL

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FINANCE AND GENERAL PURPOSES COMMITTEE PARISH COUNCIL MEETING TO BE HELD IN THE PARISH ROOMS BREAGE ON WEDNESDAY 15 JUNE 2022 AT 2.30 P.M.

Although Plan B Covid measures have been lifted by the Government, Breage Parish Council has determined that Councillors will continue to carry out lateral flow tests and adhere to social distancing. It is requested that members of the public intending to attend the meetings of the Parish Council complete a Covid 19 lateral flow test within 48 hours of the meeting, advise the Clerk that they will be attending, wear a face mask and adhere to social distancing. Thank you.

To: Members of the Finance & General Purposes Committee: You are hereby summoned to attend this meeting.
You are hereby invited to attend this meeting.

To: To: Members of the Public and Non-committee members of Breage Parish Council.
You are hereby invited to attend this meeting.

You may contact the Parish Clerk on 01326 574781/07767165077 or e-mail breageparishcouncil@btconnect.com

X Carol Macleod

Carol Macleod
Clerk and RFO to Breage Parish Council

AGENDA

**Welcome from the BPC Chairman who will explain the reason for the meeting, what the agenda matters involve
and The Finance & General Purposes Committee's duties according to the Terms of Reference**

- 1. FIRE EVACUATION PROCEDURE**
- 2. APOLOGIES FOR ABSENCE**
- 3. DECLARATIONS OF INTEREST**
- 4. PUBLIC PARTICIPATION**
- 5. TO CONFIRM THE DRAFT MINUTES OF THE F&GP COMMITTEE MEETING OF 28 OCTOBER 2021**
- 6. ELECTION OF CHAIRMAN FOR THE YEAR 2022/23**
- 7. TERMS OF REFERENCE**
 - a) To Review the Terms of Reference and note recommendations for full Council**
- 8. FINANCES**
 - a)** To confirm F&GP Committee's satisfaction with the current Finance Regulations and the Finance Risk Assessment
 - b)** Assets Register
 - i) Report to be presented by Cllr Wyvern Batt
 - ii) Clerk updated the asset register on 10 February 2022 for the internal and external audit
 - iii) Cllr Wyvern Batt to physically check the assets as soon as possible
 - iv) To discuss and ensure that all assets purchased with grant money received from Breage Parish Council will be entered on Breage Parish Council's Assets Register as agreed at the Parish Council meeting on 7 June 2022. Each such item to be Devalued annually and amended figures submitted to full Council

c)External Audit

i)Documents were signed at the meeting on 10th May 2022 and were checked by Cllr Carver before the following were submitted to the auditors, PKF Littlejohn LLP on 30 May 2022:

- AGAR pages 3-6
- Bank reconciliation 31 Mar 2022
- Variances 2021/22
- Notice of Public Rights
- Contact details

9.GENERAL PURPOSES

10.RESOLUTION

To resolve that the agreed, listed matters be presented as recommendations to Breage Parish Council for action at the meeting on 5 July 2022.