

## ROTHERFIELD PEPPARD PARISH COUNCIL: MEETING AGENDA

Committee members are hereby summoned to

### The Finance and Staffing meeting of Rotherfield Peppard Parish Council

on **Monday 11<sup>th</sup> July 2022 at 7.00pm**

at the Sports Pavilion, Stoke Row Road, Peppard Common.

1. Apologies – To receive apologies for absence
2. Declarations of interest – To receive any declarations of interest from Councillors
3. Approval of minutes from last F&S meeting held on 11/4/22
4. Confirmation that AGAR parts 1&2 have been submitted to Moore Stephens, along with supporting documentation. Internal audit paperwork with E Cooper and will be sent to Moore Stephens on receipt.
5. Full review and approval of Qtr 1 2022/23 Accounts and Cash book/ invoices for Trustee CAF account
6. Full review and approval of Qtr 1 2022/23 Accounts and Cash book/invoices for Parish Council UTB account. Signature sheet to be signed.
7. Review of Budget for 2022/23
8. Approval and confirmation that there are 3 employees, 2 Village cleaners and 1 Parish Clerk/RFO and that Pensions/ Salaries/ PAYE and NI will continue through Autela and Nest for 2022/23. Signature sheet to be signed
9. Clerk has received correspondence from External audit Moore Stephens for 2019/20 and 2020/21. Agree and approve response to correspondence
10. Approval from F&S committee that internal audit is to be done with E Cooper for 2022/23 as per previous 3 years
11. Matters for future meeting

Meeting scheduled to finish at 7:30pm. Meeting timings are approximate. All papers will only be available on the website.

Agenda signed by *JArkin*

*Public and press are welcome to attend. For the purpose of accurate Minute taking, this meeting will be recorded. The recording will be deleted once the Minutes have been approved – usually at the next Council meeting.*