

KIPPAX PARISH COUNCIL



www.kippax-pc.gov.uk

NOTICE IS HEREBY GIVEN that the Annual Meeting of Kippax Parish Council is to be held **Thursday 5th May at 7pm** in the Methodist Church Hall.

The business to be transacted at this meeting is set out below

D Meir

Kippax Parish Council Clerk and Proper Officer

Thursday 28th April 2022

AGENDA

017/FC/2223. Election of Chairman and Vice Chairman

- a. To receive nominations and elect a Chairman
- b. To receive nominations and elect a Vice Chairman
- c. To receive the Declaration of Acceptance of Office forms from the newly elected Chairman and Vice Chairman

018/FC/2223. Apologies

- a. To note apologies and receive and approve any reasons for absence

019/FC/2223. To Note any Declarations of Interest

- a. To note declarations of interests not already declared under members code of conduct or members register of disclosable pecuniary interests
- b. To approve dispensation requests

020/FC/2223. Public Participation

Members of the public who wish to speak regarding an item within the remit of the Parish Council may do so.

PLEASE NOTE: Total time limit for this item is 15 minutes.

021/FC/2223. Meeting of Kippax Parish Council held 21st April 2022

- a. To approve minutes of the meeting of Kippax Parish Council held 21st April 2022 as a true and accurate record of that meeting

022/FC/2223. Review of delegation arrangements to committees and staff

- a. To review and approve the scheme of delegation

023/FC/2223. Review of the terms of reference for committees

- a. To review and approve any amendments to the terms of reference for the Communications Committee
- b. To review and approve any amendments to the terms of reference for the Christmas Lights Committee
- c. To review and approve any amendments to the terms of reference for the Finance and Corporate Governance Committee
- d. To review and approve any amendments to the terms of reference for the Personnel Committee
- e. To review and approve any amendments to the terms of reference for the Planning Committee
- f. To review and approve any amendments to the terms of reference for the Village Services Committee
- g. To review and approve any amendments to the terms of reference for the Youth and Leisure Committee

024/FC/2223. Appointment to existing committees

- a. To receive nominations and elect six members to the Communications Committee
- b. To receive nominations and elect two non-councillors to the Communications Committee
- c. To receive nominations and elect eight members to the Christmas Lights Committee
- d. To receive nominations and elect eight members to the Finance and Corporate Governance Committee
- e. To receive nominations and elect six members to the Personnel Committee
- f. To receive nominations and elect six members to the Planning Committee
- g. To receive nominations and elect two non-councillors to the Planning Committee
- h. To receive nominations and elect eight members to the Village Services Committee
- i. To receive nominations and elect ten members to Youth and Leisure Committee

025/FC/2224. Appointment to external bodies

- a. To receive nominations and elect two members as YLCA Branch representatives
- b. To receive nominations and elect a member as a representative on the High Street Team

026/FC/2223. Review and adoption of standing orders and financial regulations

- a. To review and approve the standing orders.
- b. To approve the Finance and Corporate Governance Committee's recommendation to approve the financial regulations.

027/FC/2223. Review of the Council's employment policies and procedures

- a. To consider and approve any proposed amendments to employment policies and procedures

028/FC/2223. Review of Council's other policies and procedures

- a. To approve the Finance and Corporate Governance Committee's recommendation to approve the Expenses Policy.
- b. To approve the Finance and Corporate Governance Committee's recommendation to approve the Grants Policy, application form and term and conditions
- c. To review and approve the non-financial risk assessment.
- d. To consider and approve any proposed amendments to the Councils other policies and procedures

029/FC/2223. Review of Expenditure incurred under section 137 of the Local Government Act 1972

- a. To review the Councils expenditure incurred under s.137 during 2021-22.

030/FC/2223. Approval of the schedule of regular payments

- a. To approve the Finance and Corporate Governance Committee's recommendation to approve the payment of the schedule of regular payments of the year.

031/FC/2223. Time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

- a. To confirm that ordinary meetings of the Council will be held at 7pm on the third Thursday of each month in the Methodist Church Hall.

032/FC22/23. Administration

- a. To receive an update on the DBS checks
- b. To consider any suggestions submitted by the public via the website and agree any actions.
- c. To review the training evaluation forms and agree any actions

033/FC/2223. Finance and Corporate Governance Committee

- a. To consider Finance and Corporate Governance Committee's recommendation to approve the accounts for payment
- b. To review and approve the additional accounts for payment
- c. To review the wage slips and pension record and confirm their accuracy
- d. To consider and approve the grant application from The Prince of Wales Trust
- e. To consider and approve the Finance and Corporate Governance Committee's recommendation to approve payment of this year's grant to Kippax Band.

034/FC/2223. Environment and Climate Action Working Group

- a. To receive an update from the Climate Action Group and agree any actions

035/FC/2223. High Street Team

- a. To receive an update from the High Street Team and agree any actions.

036/FC/2223. Community Building

- a. To receive feedback from Councillor Bate from Gibson Lane Community Centre Trustees Meeting
- b. To receive feedback from Cllr M Biscomb regarding information received from Cllr Harland regarding ownership of Gibson Lane Community Centre.
- c. To receive any other updates on the proposal for an extension at The Gibson Lane Community Centre and agree any actions.

037/FC/2223. Secure Dog Park

- a. To receive an update on the proposal for a secure dog park and agree any actions

038/FC/2223. Village Services Committee

- a. To approve the purchase of replacement work trousers and boots for the village caretaker.

039/FC/2223. Next Meeting

- a. To notify Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting
- b. To confirm the date of next ordinary meeting of Kippax Parish Council as Thursday 16th June 2022 at 7pm, in the Methodist Church Hall