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NOTICE IS HEREBY GIVEN that a meeting of the Finance and Corporate Governance Committee is to be held **Monday 17th April at 7pm** in the Valley Ridge Community Centre

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

D Meir

Kippax Parish Council Proper Officer

Tuesday 11th April 2023

AGENDA

104/FG/2223. Apologies

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

105/FG/2223. To Note any Declarations of Interest

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

106/FG/2223. Meeting of Finance and Corporate Governance Committee held 6th March 2023

- a. To approve the minutes of the meeting of Finance and Corporate Governance Committee held 6th March 2023 as a true and accurate record of that meeting

107/FG/2223. Finance and Corporate Governance Administration

- a. To receive an update on the transfer of the direct debit payment to NEST and the closing of the HSBC Current account.
- b. To receive an update on the increase in the monthly limit on the Multipay card.

108/FG/2223. Internal Controls

- a. To review the accounts for payment and resolve to recommend payment for the accounts for payment at the full council meeting on 20th April 2023
- b. To review the wage slips and pension record for April and confirm their accuracy.
- c. To review the payments raised between meetings and approve their accuracy.
- d. To confirm that all payments have been set up correctly
- e. To review the cashbook and resolve to approve its accuracy
- f. To review the bank reconciliation with the bank statement and resolve to approve its accuracy

- g. To receive an update on receipts and consider further action where necessary
- h. To make recommendation to full council to transfer £60,000 to the HSBC Business Money Manager Account
- i. To make recommendation to full council to transfer £60,000 to the Unity Trust Reserve Account
- j. To review and confirm the accuracy of the cash received records
- k. To review the powers for spending decisions report and make any recommendations to full council
- l. To review and confirm the accuracy of the caretaker's petty cash transactions
- m. To review and recommend to full council to approve the Community Infrastructure Levy (CIL) Report for 2022/23
- n. To review and confirm the accuracy of the Multipay transactions
- o. To review and approve the accuracy of the Multipay reconciliation to the statements
- p. To review and confirm the accuracy of the commitments to carry forward to the new financial year

109/FG/2223. Budgets

- a. To review the budget monitoring report and make any recommendations to full council.

110/FG/2223. Grants

- a. To review the alternative receipts from Kippax in Bloom and confirm completion of the grant
- b. To review the receipts from the growing zone and recommend to full council to approve payment of this years grant
- c. To review any new grant application to be considered by full council on 20th April 2023

111/FG/2223. Annual reviews

- a. To review the Financial Risk Assessment and make recommendations to full council
- b. To check the Asset Register is up to date and accurate and that relevant programmes of inspections and maintenance have been carried out
- c. To review the insurance provision and relevant documentation and make recommendations to full council
- d. To review the Financial Regulations and make recommendation to full council
- e. To review the expenses policy and make recommendation to full council
- f. To review and recommend to full council to approve the Investment Strategy

112/FG/2223. Next Meeting

- a. To notify the Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting
- b. To consider a date for the next meeting of the Finance and Corporate Governance Committee and make recommendation to full council.