

KIPPAX PARISH COUNCIL



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NOTICE IS HEREBY GIVEN that the Annual Meeting of Kippax Parish Council is to be held **Thursday 18th May 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 Clerk and Proper Officer

Friday 12th May 2023

AGENDA

001/FC/2324. Elections and Declarations

- 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 all newly elected councillors and the chairman

002/FC/2324. Apologies

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

003/FC/2324. Declarations of Interest

- a. To receive updated register of interests from all newly elected councillors
- b. To receive any declarations of interests relating to items on the agenda
- c. To approve dispensation requests

004/FC/2324. 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.

005/FC/2324. To consider co-option of suitable candidates to Kippax Parish Council

- a. To receive a verbal presentation from each candidate

To consider exclusion of the press and public by virtue of Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business (agenda item 005/FC/2323b.) for the discussion of candidates and to re-admit the press and public for the vote.

- b. To consider the applications received and approve the co-option of three candidates to the vacant seats on Kippax Parish Council

006/FC/2324. Meeting Minutes

- a. To approve minutes of the meeting of Kippax Parish Council held 20th April 2023 as a true and accurate record of that meeting
- b. To approve minutes of the extraordinary meeting of Kippax Parish Council held 26th April 2023 as a true and accurate record of that meeting

007/FC/2324. Review of delegation arrangements to committees and staff

- a. To review and approve the scheme of delegation

008/FC/2324. Review of the terms of reference for committees

- a. To review and approve any amendments to the terms of reference for the Community Pantry 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

009/FC/2324. Appointment to existing committees

- a. To receive nominations and elect twelve members to the Community Pantry Committee
- b. To receive nominations and elect two non-councillors to the Community Pantry Committee
- c. To receive nominations and elect nine 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

010/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
- c. To receive nominations and elect a member as a representative on the RSPB St Aidan's Stakeholder Forum

011/FC/2324. Review of Council policies and procedures

- a. To review and approve the standing orders
- b. To review and approve the council's employment policies and procedures
- c. To review and approve the council's grants policy, application form and term and conditions
- d. To review and approve the council's other policies and procedures
- e. To review and approve the non-financial risk assessment.

012/FC/2324. General Power of Competence

- a. To consider if the council meets the eligibility criteria to exercise the general power of competence and resolve to adopt it if it does.

013/FC/2324. Review of Expenditure incurred under section 137 of the Local Government Act 1972

- a. To review the Councils expenditure incurred under s.137 during 2022-23.

014/FC/2324. Approval of the schedule of regular payments

- a. To review and approve the schedule of regular payments of the year.

015/FC/2324. Time and place of ordinary meetings of the Council and its Committees up to and including the next annual meeting of the Council.

- a. To approve the schedule of meetings for June 2023 to May 2024.

016/FC22/23. Administration

- a. To consider any suggestions submitted by the public via the website and agree any actions.
- b. To confirm receipt of signed copies of the IT and email policy from new councillors

To consider exclusion of the press and public by virtue of Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business (agenda item 016/FC/2323c.) for the discussion of candidates and to re-admit the press and public for the vote.

- c. To consider and approve additional overtime hours for the clerk.
- d. To approve giving the spare notice board to Gibson Lane Community Centre
- e. To approve lending the small PA system to EX KPC Chair Francis Kelly at the weekend

017/FC/2324. Finance and Corporate Governance

- a. To review and approve the accounts for payment
- b. To review the wage slips and pension record 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 review and confirm the accuracy of the cash received records
- i. To review and confirm the accuracy of the caretaker's petty cash transactions
- j. To review and confirm the accuracy of the Multipay transactions
- k. To review and approve the accuracy of the Multipay reconciliation to the statements
- l. To review and consider whether to approve any new grant applications.
- m. To approve new bank signatories

018/FC/2324. Village Services

- a. To consider and approve the quote to repair the War Memorial Flagpole
- b. To consider and approve accepting the P3 agreement with LCC to undertake work to the footpath from Calvert Close to Kippax and the footpath from Sandgate Lane to Gibson Lane
- c. To approve quotation for welding repairs to Kippax Meadows Information Panel

019/FC/2324. Community Pantry

- a. To review the availability of volunteers for the 10th June when the community Gala is taking place and agree whether to open the pantry on that date.
- b. To consider and approve the Community Pantry Committees recommendation to hold a volunteer event on 17th June.
- c. To receive an update on the guidance from LCC on the DBS checks and confirm which DBS check should be conducted for new volunteers

020/FC/2324. Youth and Leisure

- a. To review the budget and confirm what funding is available for Kippax Common project
- b. To consider and approve the cost of activity tents to be provided by Breeze for Kippax Gala on 10th June
- c. To receive an update on the Kippax Gala and consider and approve any additional actions required
- d. To receive an update on the Kippax Bike Ride and consider and approve a budget for goody bags

021/FC/2324. Planning

- a. To consider application 23/02089/FU/E Hip to gable loft conversion with dormers to the front and rear; Alterations and raised roof height to front porch; Alterations to the roof; render to the front elevation at 7 Leeds Road, Kippax and approve any comments.

022/FC/2324. High Street Team

- a. To receive feedback from the high street team meeting and agree any actions

023/FC/2324. Remembrance Parade Working Group

- a. To receive feedback from the group and agree any actions

024/FC/2324. Andy's Man Club

- a. To receive an update and agree any actions

025/FC/2324. 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 15th June 2023 at 7pm, in the Valley Ridge Community Centre