



**NOTICE IS HEREBY GIVEN** that a Meeting of Kippax Parish Council is to be held **Thursday 15th June 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 9th June 2023**

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## **AGENDA**

**026/FC/2324. Apologies**

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

**027/FC/2324. Declarations of Interest**

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

**028/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.

**029/FC/2324. Meeting Minutes**

- a. To approve minutes of the Annual Meeting of Kippax Parish Council held 18<sup>th</sup> May 2023 as a true and accurate record of that meeting

**030/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 030/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 two candidates to the vacant seats on Kippax Parish Council

**031/FC2324. Administration**

- a. To receive the signed declaration of acceptance of office from Councillor Richardson and any newly co-opted Councillors.
- b. To consider any suggestions submitted by the public via the website and agree any actions.
- c. To confirm receipt of signed copies of the IT and email policy from new councillors
- d. To review the training evaluation form and agree any actions.

- e. To receive an update on the guidance from LCC on the DBS checks and confirm which DBS check should be conducted for councillors and volunteers
- f. To receive an update on the filing cabinet lock and approve the additional costs.

**032/FC/2324. Finance and Corporate Governance**

- a. To approve the Finance and Corporate Governance Committees recommendation to approve the accounts for payment
- b. To review the wage slips and pension record and confirm their accuracy
- c. To review and confirm the accuracy of the P32 HMRC PAYE costs liability
- d. To review and approve the additional accounts for payment
- e. To confirm that the salary and additional accounts for payments have been set up correctly in online banking.
- f. To review and confirm the accuracy of the payments made since the Finance and Corporate Governance Committee meeting
- g. To review and confirm the accuracy of the caretaker's petty cash transactions
- h. To note the Finance and Corporate Governance Committees review of the grant application from Kippax Leisure Centre and consider whether to approve the grant

**033/FC/2324. 2022-23 Annual Governance and Accountability Return and Internal Audit**

- a. To review the Internal Audit Report and approve any actions
- b. To approve the Annual Governance Statements.
- c. To approve the Accounting Statements
- d. To approve the bank reconciliation, explanation of variances and reserves
- e. To note the dates for the period for the exercise of public rights

**034/FC/2324. Village Services**

- a. To consider and approve the Village Services Committee recommendation to purchase a defibrillator and cabinet for the exterior of St Mary's Church Hall

**035/FC/2324. Youth and Leisure**

- a. To consider the entries to the scarecrow competition and approve a winner for the Council's Favorite category

**036/FC/2324. High Street Team**

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

**037/FC/2324. Remembrance Parade Working Group**

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

**038/FC/2324. Andy's Man Club**

- a. To receive an update and agree any actions

**039/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 20th July 2023 at 7pm, in the Valley Ridge Community Centre