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**NOTICE IS HEREBY GIVEN** that a meeting of the Finance and Corporate Governance Committee is to be held **Monday 10th July 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 4<sup>th</sup> July 2023**

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## **AGENDA**

### **010/FG/2324. Apologies**

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

### **011/FG/2324. 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

### **012/FG/2324. Meeting Minutes**

- a. To approve the minutes of the meeting of Finance and Corporate Governance Committee held 5<sup>th</sup> June 2023 as a true and accurate record of that meeting

### **013/FG/2324. Finance and Corporate Governance Administration**

- a. To receive an update on the amendments to the bank signatories

### **014/FG/2324. 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 20<sup>th</sup> July 2023
- b. To review the wage slips and pension record for July 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 Mulitpay transactions
- k. To review and approve the accuracy of the Multipay reconciliation to the statements
- l. To review and confirm the accuracy of the commitments to carry forward to 2023-24
- m. To review and confirm the accuracy of the Community Infrastructure Levy (CIL) Report

**015/FG/2324. Budgets**

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

**016/FG/2324. Grants**

- a. To review any new grant application to be considered by full council on 20th July 2023
- b. To review the receipts and evaluation report from Valley Ridge Bowling Club and confirm completion of the grant
- c. To review the receipt from Kippax Band and recommend full council to approve payment of the 2024-25 grant in April 2024
- d. To review the grant monitoring report and degree any actions

**017/FG/2324. Next Meeting**

- a. To notify the Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting
- b. To confirm the date for the next meeting of the Finance and Corporate Governance Committee as Monday 7<sup>th</sup> August at 6pm.