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NOTICE IS HEREBY GIVEN that a meeting of the Finance and Corporate Governance Committee is to be held **Monday 11th September 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 5th September 2023

AGENDA

026/FG/2324. Apologies

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

027/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

028/FG/2324. Meeting Minutes

- a. To approve the minutes of the meeting of Finance and Corporate Governance Committee held 7th August 2023 as a true and accurate record of that meeting

029/FG/2324. Finance and Corporate Governance Administration

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

030/FG/2324. Internal Controls

- a. To review the payments raised between meetings and approve their accuracy
- b. To review the accounts for payment and resolve to recommend payment for the accounts for payment at the full council meeting on 21st September 2023
- c. To review the wage slips, pension record for September and confirm their accuracy
- d. To review the P32 and confirm the council's HMRC liability
- e. To confirm that all payments have been set up correctly
- f. To review the cashbook and resolve to approve its accuracy
- g. To review the bank reconciliation with the bank statement and resolve to approve its accuracy
- h. To receive an update on receipts and consider further action where necessary
- i. To review and confirm the accuracy of the cash received records

- j. To review and confirm the accuracy of the caretaker's petty cash transactions
- k. To review and confirm the accuracy of the Multipay transactions
- l. To review and approve the accuracy of the Multipay reconciliation to the statements
- m. To review and confirm the accuracy of the Community Infrastructure Levy (CIL) Report

031/FG/2324. Budgets

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

032/FG/2324. Grants

- a. To review any new grant application to be considered by full council on 21st September 2023
- b. To receive an update on the request for additional receipts from Kippax Athletic Junior Football Club and agree any actions
- c. To receive an update on the request for receipts from Brigshaw Trust and agree any actions
- d. To review the grant monitoring report and agree any actions

033/FG/2324. Annual Governance and Accountability Return 2022-23

- a. To review the external audit report and make any recommendations to full council

034/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 9th October at 7pm.