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**NOTICE IS HEREBY GIVEN** that a meeting of the Finance and Corporate Governance Committee to be held **Monday 8th January at 7.30pm** 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 2nd January 2024**

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## **AGENDA**

### **061/FG/2324. Apologies**

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

### **062/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

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

- a. To approve the minutes of the meeting of Finance and Corporate Governance Committee held 11<sup>th</sup> December 2023 as a true and accurate record of that meeting.

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

- a. To receive an update on the request to change increase the limit on the Multipay card

### **065/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 18<sup>th</sup> January 2024
- b. To review the wage slips and pension record for January and confirm their accuracy
- c. To review the P32 PAYE costs for quarter 3 and confirm their accuracy
- d. To review the payments raised between meetings and approve their accuracy
- 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 Mulitpay 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

**066/FG/2324. Budgets**

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

**067/FG/2324. Grants**

- a. To review any new grant application to be considered by full council on 18<sup>th</sup> January 2024
- b. To review the grant monitoring report and agree any actions

**068/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 5th February at 6pm.