

KIPPAX PARISH COUNCIL



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NOTICE IS HEREBY GIVEN that a meeting of the Finance and Corporate Governance Committee is to be held **Monday 5th February at 6pm** 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 30th January 2024

AGENDA

069/FG/2324. Apologies

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

070/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

071/FG/2324. Meeting Minutes

- a. To approve the minutes of the meeting of Finance and Corporate Governance Committee held 8th January 2024 as a true and accurate record of that meeting.

072/FG/2324. Finance and Corporate Governance Administration

- a. To receive an update on the request to increase the limit on the Multipay card.
- b. To receive an update on the request to transfer funds from the HSBC Money Manager account.
- c. To receive information on a Tesco corporate account and agree any actions.

073/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 15th February 2024
- c. To review the wage slips and pension record for February and confirm 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 caretaker's petty cash transactions.
- i. To review and confirm the accuracy of the Multipay transactions.
- j. To review and approve the accuracy of the Multipay reconciliation to the statements.
- k. To review and confirm the accuracy of the Community Infrastructure Levy (CIL) Report.

074/FG/2324. Budgets

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

075/FG/2324. Grants

- a. To review any new grant application to be considered by full council on 15th February 2024
- b. To review the grant monitoring report and agree any actions.

076/FG/2324. Internal Audit

- a. To consider the quotes and make recommendation to full council.

077/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 11th March at 7pm.