



**NOTICE IS HEREBY GIVEN** that a Meeting of Kippax Parish Council to be held **Thursday 18<sup>th</sup> April 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**

**Thursday 11th April 2024**

---

## **AGENDA**

### **170/FC/2324. Apologies**

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

### **171/FC/2324. Declarations**

- 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

### **172/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.

### **173/FC/2324. Meeting Minutes**

- a. To approve the minutes of the Meeting of Kippax Parish Council held on 21<sup>st</sup> March 2024 as a true and accurate record of that meeting.

### **174/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 174/FC/2324b.) 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
- c. To receive signed declarations of acceptance of office from the co-opted councillors

### **175/FC/2324. Administration**

- a. To consider any issues or suggestions submitted by the public and agree any actions.
- b. To receive an update on the filing of the paperwork in the filing cabinet.
- c. To receive an update on the audit of the website, email, and electronic storage facilities.
- d. To receive nominations and elect Councillors onto the Finance and Corporate Governance Committee
- e. To receive nominations and elect Councillors onto the Youth and Leisure Committee

- f. To receive nominations and elect Councillors onto the Community Pantry Committee
- g. To receive nominations and elect Councillors onto the Planning Committee
- h. To receive nominations and elect Councillors onto the Village Services Committee
- i. To receive nominations and elect Councillors onto the Personnel Committee

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

- a. To review the payments raised between meetings and approve their accuracy
- b. To review and approve payment of the accounts for payment
- c. To review the wage slips and pension record for April 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 review the bank balances held and approve any funds transfers between accounts
- h. To receive an update on receipts and consider further action where necessary
- i. To review and confirm the accuracy of the caretaker's petty cash transactions
- j. To review and confirm the accuracy of the Multipay transactions
- k. To review and approve the accuracy of the Multipay reconciliation to the statements
- l. To review and confirm the accuracy of the VAT reclaim
- m. To review and confirm the accuracy of the asset register
- n. To approve the CIL report for 2023-34.
- o. To review the budget monitoring report and agree any actions.
- p. To review the receipts from The Growing Zone and approve payment of the 2024-25 grant
- q. To receive an update on the implementation of the new finance system and agree any actions.
- r. To receive an update on the setting up of online banking for the HSBC Money Manager Account and approve new signatories and online users for the account.
- s. To approve additional signatories on the Unity Trust Current Account

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

- a. To receive confirmation from councillors on who will be available to volunteer at the Beacon Lighting Event on Thursday 6<sup>th</sup> June.
- b. To receive confirmation from councillors on who will be available to volunteer at the Gala on Saturday 15<sup>th</sup> June.
- c. To receive an update on the Kippax Common playground project and approve the appointment of Groundwork to deliver the scheme.

**178/FC/2324. Village Services**

- a. To receive the sales figures for the 2024 Kippax Calendar

**179/FC/2324. High Street Team Meeting**

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

**180/FC/2324. Annual Village Meeting**

- a. To receive information on the Annual Village meeting to be held on Thursday 25<sup>th</sup> April and confirm who will be attending.

**181/FC/2324. Meeting with other Councils**

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

**182/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 the Annual Meeting of Kippax Parish Council as Thursday 16<sup>th</sup> May 2024 at 7pm, in the Valley Ridge Community Centre.