

KIPPAX PARISH COUNCIL



[www.kippax-pc.gov.uk](http://www.kippax-pc.gov.uk)

**NOTICE IS HEREBY GIVEN** that the Annual Meeting of Kippax Parish Council to be held **Thursday 16th May 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**

**Friday 10th May 2024**

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## **AGENDA**

### **001/FC/2425. Elections and Declarations**

- a. To receive nominations and elect a Chairman
- b. To receive nominations and elect a Vice Chairman
- c. To receive the Declaration of Acceptance of Office forms

### **002/FC/2425. Apologies**

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

### **003/FC/2425. Declarations of Interest**

- a. To receive declarations of interests not already declared under members code of conduct or members register or disclosable pecuniary interests.
- b. To approve dispensation requests

### **004/FC/2425. 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.

### **005/FC/2425. Meeting Minutes**

- a. To approve minutes of the meeting of Kippax Parish Council held 18<sup>th</sup> April 2024 as a true and accurate record of that meeting

### **006/FC/2425. Review of delegation arrangements to committees and staff**

- a. To review and approve the scheme of delegation

### **007/FC/2425. Review of the terms of reference for committees**

- a. To review and approve any amendments to the terms of reference for the Community Pantry Committee
- b. To review and approve any amendments to the terms of reference for the Christmas Lights Committee
- c. To review and approve the Finance and Corporate Governance Committee recommended amendments to the terms of reference for the Finance and Corporate Governance Committee

- d. To review and approve the Personnel Committee's recommended amendments to the terms of reference for the Personnel Committee
- e. To review and approve any amendments to the terms of reference for the Planning Committee
- f. To review and approve any amendments to the terms of reference for the Village Services Committee
- g. To review and approve any amendments to the terms of reference for the Youth and Leisure Committee

**008/FC/2425. Appointment to existing committees**

- a. To receive nominations, elect members and approve the number of members for the Community Pantry Committee
- b. To receive nominations and elect two non-councillors to the Community Pantry Committee
- c. To receive nominations, elect members and approve membership numbers for the Christmas Lights Committee
- d. To receive nominations and elect two members of the High Street Team to the Christmas Lights Committee
- e. To receive nominations and elect two non-councillors to the Christmas Lights Committee
- f. To receive nominations, elect members and approve the number of members for the Finance and Corporate Governance Committee
- g. To receive nominations, elect members and approve the number of members for the Personnel Committee
- h. To receive nominations, elect members and approve the number of members for the Planning Committee
- i. To receive nominations and elect two non-councillors to the Planning Committee
- j. To receive nominations, elect members and approve the number of members for the Village Services Committee
- k. To receive nominations, elect members and approve the number of members for the Youth and Leisure Committee
- l. To receive nominations and elect two non-councillors to the Youth and Leisure Committee

**009/FC/2224. Appointment to external bodies**

- a. To receive nominations and elect two members as YLCA Branch representatives
- b. To receive nominations and elect members as representatives on the High Street Team
- c. To receive nominations and elect a member as a representative on the RSPB St Aidan's Stakeholder Forum

**010/FC/2425. Review of Council policies and procedures**

- a. To review and approve the standing orders
- b. To review and approve the Finance and Corporate Governance Committee's proposed amendments to the Financial Regulations
- c. To review and approve the Finance and Corporate Governance Committee's proposed amendments to Expenses Policy
- d. To review and approve the Finance and Corporate Governance Committee's proposed amendments to Investment Strategy
- e. To review and approve the Personnel Committee's proposed amendments to the appraisal policy
- f. To review and approve the Personnel Committee's proposed amendments to the training policy
- g. To review and approve the Personnel Committee's proposed amendments to the annual leave request form
- h. To review and approve the council's other employment policies and procedures.
- i. To review and approve the council's other policies and procedures.
- j. To review and approve the Finance and Corporate Governance Committee's recommended financial risk assessment
- k. To review and approve the non-financial risk assessment.

**011/FC/2425. Approval of the schedule of regular payments**

- a. To review and approve the schedule of regular payments of the year.

**012/FC/2425. Time and place of ordinary meetings of the Council and its Committees up to and including the next annual meeting of the Council.**

- a. To approve the schedule of meetings for June 2024 to May 2025.

**013/FC22/23. 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 consider and approve the proposal to purchase walkie talkies
- e. To consider whether to approval payment of the disputed invoice for the meeting room hire.
- f. To consider and approve the increase hire charge of £16.67 for the valley Ridge meeting room

**014/FC/2425. Finance and Corporate Governance**

- a. To approve the Finance and Corporate Governance Committees recommendation to confirm the accuracy of the insurance provision
- b. To review and approve The Finance and Corporate Governance Committees recommendation to approve the accounts for payment
- c. To review and approve payment of the additional accounts for payment
- d. To confirm that the additional payments have been set up correctly in online banking.
- e. To consider and approve the Finance and Corporate Governance Committee's recommendation for the payment of the Community Pantry expenses
- f. To consider and approve the Finance and Corporate Governance Committee's recommended transfer of funds between accounts
- g. To consider and approve the grant application from the Valley Ridge Bowling Club
- h. To consider and approve the grant application from the 2nd Kippax St Mary's Guides
- i. To consider and approve any budget recommendations from the Finance and Corporate Governance Committee

**015/FC/2425. Youth and Leisure**

- a. To consider and approve the quote to insure the hired toilets for the Gala on 15<sup>th</sup> June
- b. To consider the response form the insurance company regarding storage and approve the purchase of a gas canister
- c. To approve the Youth and Leisure Committees recommendation to pay the invoice for the repainting of the tennis courts once it has been confirmed that the work has been completed to a satisfactory standard
- d. To receive an update on the Kippax Common play area and consider and approve the amendments to the paths.

**016/FC/2425. Meeting with other Councils**

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

**017/FC/2425. High Street Team**

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

**018/FC/2425. 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 next ordinary meeting of Kippax Parish Council as Thursday 20<sup>th</sup> June 2024 at 7pm, in the Valley Ridge Community Centre