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NOTICE IS HEREBY GIVEN that a meeting of the Finance and Corporate Governance Committee is to be held **Monday 13th May 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 7th May 2024

AGENDA

086/FG/2324. Apologies

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

087/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

088/FG/2324. Meeting Minutes

- a. To approve the minutes of the meeting of Finance and Corporate Governance Committee held 11th March 2024 as a true and accurate record of that meeting.

089/FG/2324. Finance and Corporate Governance Administration

- a. To receive an update on the implementation of the new Finance system
- b. To receive an update on the setting up of online banking and adding new signatories for the HSBC Money Manager Account
- c. To receive an update on adding the new signatories to the Unity Trust Account.
- d. To consider alternative options for the payment of the Community Pantry expenses and make recommendation to full council.

090/FG/2324. Finance and Corporate Governance annual reviews

- a. To review the Financial Risk Assessment and make recommendations to full council
- b. To review the revised Asset Register and the stock list and confirm their accuracy.
- c. To confirm that that relevant programmes of asset inspections and maintenance have been carried out.
- d. To review the insurance provision and relevant documentation and recommend to full council to confirm its accuracy
- e. To review the Financial Regulations and make recommendation to full council.
- f. To review the Expenses Policy and make recommendation to full council.
- g. To review the Investment Strategy and make recommendation to full council.
- h. To review the Finance and Corporate Governance Committees Terms of Reference and make recommendation to full council.

091/FG/2324. Internal Controls

- a. To review the payments raised between meetings and approve their accuracy
- b. To review and resolve to recommend payment of the accounts for payment at the full council meeting on 16th May 2024
- c. To review the wage slips and pension record for May 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 payments schedule for the Kippax Common Play Area and recommend to full council to approve the proposed transfer of funds
- 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.

092/FG/2324. Budgets

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

093/FG/2324. Grants

- a. To review any new grant application to be considered by full council on 16th May 2024
- a. To review the grant monitoring report and agree any actions.

094/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 10th June at 7pm.