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NOTICE IS HEREBY GIVEN that a meeting of the Finance and Corporate Governance Committee to be held **Monday 8th July 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 July 2024

AGENDA

011/FG/2425. Apologies

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

012/FG/2425. 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

013/FG/2425. Meeting Minutes

- a. To approve the minutes of the meeting of Finance and Corporate Governance Committee held 10th June 2024 as a true and accurate record of that meeting.

014/FG/2425. 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 receive an update on the application for the Community Pantry Multipay card.
- e. To receive an update on the PAT testing of electrical items.

015/FG/2425. Internal Controls

- a. To review the payments raised between meetings and confirm their accuracy
- b. To review and resolve to recommend payment of the accounts for payment at the full council meeting on 28th July 2024
- c. To review the wage slips and pension record for July and confirm their accuracy
- d. To review the P32 records and confirm the accuracy of the payment of PAYE costs to HMRC
- e. To confirm that all payments have been set up correctly
- f. To review the cashbook and resolve to confirm its accuracy

- g. To review the bank reconciliation with the bank statement and resolve to confirm its accuracy
- h. To review bank balances and recommend to full council to approve any proposed transfer of funds
- i. To receive an update on receipts and consider further action where necessary
- j. To review and confirm the accuracy of the caretaker's petty cash transactions
- k. To review and confirm the accuracy of the Multipay transactions
- l. To review and confirm the accuracy of the Multipay reconciliation to the statements

016/FG/2425. Budgets

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

017/FG/2425. Grants

- a. To review any new grant application to be considered by full council on 18th July 2024
- a. To review the grant monitoring report and agree any actions

018/FG/2425. 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 12th August at 7.30pm.