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**NOTICE IS HEREBY GIVEN** that a meeting of the Finance and Corporate Governance Committee is to be held **Monday 13<sup>th</sup> January 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 7<sup>th</sup> January 2025**

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## **AGENDA**

### **060/FG/2425. Apologies**

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

### **061/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

### **062/FG/2425. Meeting minutes**

- a. To approve the minutes of the meeting of Finance and Corporate Governance Committee held 9<sup>th</sup> December 2024 as a true and accurate record of that meeting.

### **063/FG/2425. Banking arrangements**

- a. To receive an update on changing the signatory on the Unity Trust Account.
- b. To receive an update on changing the signatory on the Redwood Bank Account
- c. To receive an update on changing the signatory on the Cambridge Building Society Account

### **064/FG/2425. Internal controls**

- a. To review the payments raised between meetings and confirm their accuracy
- b. To review and resolve to recommend to full council to approve payment of the accounts for payment at the full council meeting on 16th January 2025
- c. To review the wage slips and pension record for January and confirm their accuracy
- d. To review the P32 PAYE cost liability for quarter three and confirm the accuracy of the payment to be made 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 reconciliations with the bank statements 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 Clerk's Mulitpay transactions

- l. To review and confirm the accuracy of the Clerk's Multipay reconciliation to the statements
- m. To review and confirm the accuracy of the Councillor M. Eyre's Multipay transactions
- n. To review and confirm the accuracy of the Councillor M. Eyre's Multipay reconciliation to the statements
- o. To review and confirm the accuracy of the VAT reclaim to be submitted to HMRC

**065/FG/2425. Budgets and reserves**

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

**066/FG/2425. Grants**

- a. To review any new grant application to be considered by full council on 19<sup>th</sup> December 2024
- b. To review the grant monitoring report and agree any actions.

**067/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 10<sup>th</sup> February 2025 at 7.30pm.