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NOTICE IS HEREBY GIVEN that a meeting of the Finance and Corporate Governance Committee is to be held **Monday 10th February 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 4th February 2025

AGENDA

068/FG/2425. Apologies

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

069/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

070/FG/2425. Meeting minutes

- a. To approve the minutes of the meeting of Finance and Corporate Governance Committee held 13th January 2025 as a true and accurate record of that meeting.

071/FG/2425. Administration and policies

- 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 Cambridge Building Society Account
- c. To receive an update on the application for a new current account and Multipay card for the Community Pantry
- d. To consider and make recommendation to full council to open an additional savings account
- e. To consider the response from the insurance company and make recommendation to full council to approve the value of an asset to be added to the asset register and insurance cover
- f. To consider the quotes for Internal Audit and make recommendation to full council

072/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 20th February 2025
- c. To review the wage slips and pension record for February and confirm their accuracy
- d. To confirm that all payments have been set up correctly
- e. To review the cashbook and resolve to confirm its accuracy
- f. To review the bank reconciliations with the bank statements and resolve to confirm its accuracy

- g. To review bank balances and recommend to full council to approve any 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 Clerk's Multipay transactions
- k. To review and confirm the accuracy of the Clerk's Multipay reconciliation to the statements
- l. To review and confirm the accuracy of the Councillor M. Eyre's Multipay transactions
- m. To review and confirm the accuracy of the Councillor M. Eyre's Multipay reconciliation to the statements

073/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

074/FG/2425. Grants

- a. To review any new grant application to be considered by full council on 20th February 2025
- b. To review the grant monitoring report and agree any actions

075/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 10th March 2025 at 7.30pm.