



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

**NOTICE IS HEREBY GIVEN** that a meeting of the Finance and Corporate Governance Committee is to be held **Monday 10<sup>th</sup> March at 7:15pm** 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 4<sup>th</sup> March 2025**

---

## **AGENDA**

### **078/FG/2425. Apologies**

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

### **079/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

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

- a. To approve the minutes of the meeting of Finance and Corporate Governance Committee held 10<sup>th</sup> February 2025 as a true and accurate record of that meeting.

### **081/FG/2425. Administration**

- 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 for the Community Pantry
- d. To consider and make recommendation to Full Council to approve two Programme Administrators for the Community Pantry Multipay card
- e. To consider and make recommendation to Full Council to approve a transaction limit and overall credit limit on the Community Pantry Multipay card for Councillor M. Eyre
- f. To review the overall credit limits on the main account Multipay cards and recommend any amendments to Full Council.
- g. To consider and make recommendation to Full Council to approve four signatories on the Hinckley and Rugby Building Society account.
- h. To consider and make recommendation to Full Council to approve the initial deposit to be made into the Hinckley and Rugby Building Society account.
- i. To consider and make recommendation to Full Council to approve which account the Hinckley and Rugby Building Society account interest is to be paid into.

### **082/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 March 2025
- c. To review the wage slips and pension record for March 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 their 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 and reconciliation
- j. To review and confirm the accuracy of the Clerk's Mulitpay 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 Mulitpay transactions
- m. To review and confirm the accuracy of the Councillor M. Eyre's Multipay reconciliation to the statements
- n. To review and confirm the accuracy of the VAT reclaim for 1<sup>st</sup> January to 28<sup>th</sup> February 2025

**083/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

**084/FG/2425. Grants**

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

**085/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 14<sup>th</sup> April 2025 at 7.15pm.