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NOTICE IS HEREBY GIVEN that a meeting of the Finance and Corporate Governance Committee is to be held **Monday 14th April 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 8th April 2025

AGENDA

086/FG/2425. Apologies

- a. To approve who will take the minutes in the Clerk's absence
- b. To note apologies received
- c. To approve any reasons for absence

087/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

088/FG/2425. Meeting minutes

- a. To approve the minutes of the meeting of Finance and Corporate Governance Committee held 10th March 2025 as a true and accurate record of that meeting.

089/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 the Community Pantry Multipay card
- d. To receive an update on the application for a Hinckley and Rugby Building Society account.

090/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 17th April 2025
- c. To review the wage slips and pension record for March and confirm their accuracy
- d. To review the quarterly PAYE cost liability and confirm the accuracy of the amount to be paid 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 their 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 and reconciliation
- k. To review and confirm the accuracy of the Clerk's Multipay 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

091/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.

092/FG/2425. Grants

- a. To review any new grant application to be considered by Full Council on 17th April 2025.
- b. To review the receipts and invoices for the Growing Zone Grant and recommend to Full Council to pay the 2045/26 grant.
- c. To review the grant monitoring report and agree any actions

093/FG/2425. Insurance

- a. To review the quotes for the annual insurance and make recommendation to Full Council

094/FG/2425. Policies and documents

- a. To consider the proposed amendments to the Financial Regulations and make recommendation to Full Council
- b. To review the Financial Risk Assessment and make recommendation to Full Council
- c. To consider the proposed amendments to the Finance and Corporate Governance Committees terms of reference and make recommendation to Full Council.

095/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 May 2025 at 7.15pm.