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NOTICE IS HEREBY GIVEN that a meeting of the Finance and Corporate Governance Committee is to be held **Monday 12th May 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 6th May 2025

AGENDA

096/FG/2425. Apologies

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

097/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

098/FG/2425. Meeting minutes

- a. To approve the minutes of the meeting of Finance and Corporate Governance Committee held 14th April 2025 as a true and accurate record of that meeting.

099/FG/2425. Administration

- a. To receive an update on changing the signatory on the Cambridge Building Society account
- b. To receive an update on the application for the Community Pantry Multipay card
- c. To receive an update on the application for a Hinckley and Rugby Building Society account.

100/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 15th May 2025
- c. To review the wage slips and pension record for May 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 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

101/FG/2425. Budgets and reserves

- a. To review the budget monitoring report and make any recommendations to Full Council
- b. To review the expenditure commitments at year end and recommend to Full Council to approve the amendments to the Commitments Reserve
- c. To review and recommend to Full Council to approve the other year end reserves held

102/FG/2425. Grants

- a. To review any new grant application to be considered by Full Council on 12th May 2025
- b. To review the grant monitoring report and agree any actions

103/FG/2425. Asset Register

- a. To review the Asset Register at 31st March 2025 and recommend to Full Council to approve its accuracy

104/FG/2425. Communications

- d. To consider and approve a schedule of information on recent activities to be shared across Facebook, Instagram and the KPC website.

105/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 9th June 2025 at 7.15pm.