



**NOTICE IS HEREBY GIVEN** that the Annual Meeting of Kippax Parish Council is to be held **Thursday 15th May at 7pm** in the Valley Ridge Community Centre

The business to be transacted at this meeting is set out below

*D Meir*

**Kippax Parish Council Clerk and Proper Officer**

**Friday 9th May 2025**

---

## **AGENDA**

### **001/FC/2526. Elections and Declarations**

- a. To receive nominations and elect a Chairman
- b. To receive nominations and elect a Vice Chairman
- c. To receive the Declaration of Acceptance of Office forms

### **002/FC/2526. Apologies**

- a. To note apologies and receive and approve any reasons for absence

### **003/FC/2526. Declarations of Interest**

- a. To receive declarations of interests not already declared under members code of conduct or members register or disclosable pecuniary interests.
- b. To approve dispensation requests

### **004/FC/2526. Public Participation**

Members of the public who wish to speak regarding an item within the remit of the Parish Council may do so.

PLEASE NOTE: Total time limit for this item is 15 minutes.

### **005/FC/2526. Meeting Minutes**

- a. To approve minutes of the meeting of Kippax Parish Council held 17<sup>th</sup> April 2025 as a true and accurate record of that meeting

### **006/FC/2526. To consider co-option of suitable candidates to Kippax Parish Council**

- a. To receive a verbal presentation from each candidate  
**To consider exclusion of the press and public by virtue of Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business (agenda item 006/FC/2526b.) for the discussion of candidates and to re-admit the press and public for the vote.**
- b. To consider the applications received and approve the co-option of two candidates to the vacant seats on Kippax Parish Council
- c. To receive signed declarations of acceptance of office from the co-opted councillors

### **007/FC/2526. Review of delegation arrangements to committees and staff**

- a. To review and approve the scheme of delegation

**008/FC/2526. Review of the terms of reference for committees**

- a. To review and approve the Community Pantry Committee's recommended amendments to the terms of reference for the Community Pantry Committee
- b. To review and approve the Christmas Lights Committee's recommended amendments, and additional proposed amendments to the terms of reference for the Christmas Lights Committee
- c. To review and approve the Finance and Corporate Governance Committee recommended amendments to the terms of reference for the Finance and Corporate Governance Committee
- d. To review and approve the Newsletter Committee's recommended amendments to the terms of reference for the Newsletter Committee
- e. To review and approve the Personnel Committee's recommended amendments to the terms of reference for the Personnel Committee
- f. To review and approve the Planning Committee's recommended amendments and additional proposed amendments to the terms of reference for the Planning Committee
- g. To review and approve the Village Services Committee's recommended amendments to the terms of reference for the Village Services Committee
- h. To review and approve the Youth and Leisure Committee's recommended amendments to the terms of reference for the Youth and Leisure Committee

**009/FC/2526. Appointment to existing committees**

- a. To receive nominations, elect members and approve the number of members for the Community Pantry Committee
- b. To receive nominations and elect two non-councillors to the Community Pantry Committee
- c. To receive nominations, elect members and approve membership numbers for the Christmas Lights Committee
- d. To receive nominations and elect two non-councillors to the Christmas Lights Committee
- e. To receive nominations, elect members and approve the number of members for the Finance and Corporate Governance Committee
- f. To receive nominations, elect members and approve the number of members for the Newsletter Committee
- g. To receive nominations, elect members and approve the number of members for the Personnel Committee
- h. To receive nominations, elect members and approve the number of members for the Planning Committee
- i. To receive nominations and elect two non-councillors to the Planning Committee
- j. To receive nominations, elect members and approve the number of members for the Village Services Committee
- k. To receive nominations, elect members and approve the number of members for the Youth and Leisure Committee
- l. To receive nominations and elect two non-councillors to the Youth and Leisure Committee

**010/FC/2526. Appointment to external bodies**

- a. To receive nominations and elect two members as YLCA Branch representatives
- b. To receive nominations and elect a member as a representative on the RSPB St Aidan's Stakeholder Forum

**011/FC/2526. Review of Council policies and procedures**

- a. To review and approve the standing orders
- b. To review and approve the Finance and Corporate Governance Committee's proposed amendments to the Financial Regulations
- c. To review and approve the proposed amendments to the Safeguarding Policy
- d. To receive nominations and elect a Councillor to the role of Safeguarding Officer
- e. To review and approve the Finance and Corporate Governance Committee's recommended Financial Risk Assessment
- f. To review and approve the Non-Financial Risk Assessment.

**012/FC/2526. Approval of the schedule of regular payments**

- a. To review and approve the schedule of regular payments of the year.

**013/FC/2526. Time and place of ordinary meetings of the Council and its Committees up to and including the next annual meeting of the Council.**

- a. To approve the schedule of ordinary meetings for June 2025 to May 2026.

**014/FC/2526. Administration**

- a. To receive an update on the filing of the paperwork in the filing cabinet.
- b. To receive an update on the transfer of email accounts and agree any actions
- c. To receive an update on the transfer of the website and consider whether to have the website redeveloped
- d. To consider and approve the proposal to use the room at St Mary's Church Hall for all KPC meetings

**015/FC/2526. Activities and public engagement**

- a. To consider any issues or suggestions submitted by the public and agree any actions.
- b. To receive feedback from public engagement on Facebook and agree any actions
- c. To receive feedback from public engagement on the Newsletter agree any actions
- d. To review and approve the schedule for Councillor introductions
- e. To review the schedule of KPC activities and approve information to be shared across Facebook, Instagram and the KPC website
- f. To review the schedule of KPC activities and consider any suggestions for additional activities

**016/FC/2526. Finance and Corporate Governance**

- a. To review and approve The Finance and Corporate Governance Committees recommendation to approve the accounts for payment
- b. To review and approve payment of the additional accounts for payment
- c. To confirm that the additional payments have been set up correctly in online banking.
- d. To consider and approve the Finance and Corporate Governance Committee's recommended budget amendments
- e. To consider and approve the Finance and Corporate Governance Committee's recommended transfer of funds between accounts
- f. To consider and approve the Finance and Corporate Governance Committees recommendation to approve the amendments to the Commitments Reserve
- g. To consider and approve the Finance and Corporate Governance Committees recommendation to approve the other year end reserves held
- h. To note the report from the Finance and Corporate Governance Committee and consider and approve the grant application from Crosshills Court Residents Association
- i. To consider and approve the Finance and Corporate Governance Committee's recommendation to approve the accuracy of the Asset Register at 31<sup>st</sup> March 2025.

**017/FC/2526. Peace Flame Project**

- a. To receive an update on the Peace Flame project and agree any actions
- b. To consider and approve the arrangements for the Peace Flame unveiling event on 14<sup>th</sup> June

**018/FC/2526. Health Sessions**

- a. To receive update on the PSA testing and other groups that are attending the Health Awareness Event on July 5th
- b. To receive further information on a Men's Health Awareness session run by Men's Health Unlocked and agree any actions.
- c. To receive information on other possible health tests that could be provided and agree any actions

**019/FC/2526. Next Meeting**

- a. To notify Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting
- b. To confirm the date of next ordinary meeting of Kippax Parish Council as Thursday 19<sup>th</sup> June 2025 at 7pm, in the Valley Ridge Community Centre