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NOTICE IS HEREBY GIVEN that a meeting of the Finance and Corporate Governance Committee is to be held **Tuesday 10th June at 7:15pm** in St Mary's Lower Church Hall

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

D Meir

Kippax Parish Council Proper Officer

Thursday 5th June 2025

AGENDA

001/FG/2526. Appointments

- a. To receive nominations and elect a Chair
- b. To receive nominations and elect a Vice Chair

002/FG/2526. Apologies

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

003/FG/2526. 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

004/FG/2526. Meeting minutes

- a. To approve the minutes of the meeting of Finance and Corporate Governance Committee held 12th May 2025 as a true and accurate record of that meeting.

005/FG/2526. Administration

- a. To receive an update on changing the signatory on the Cambridge Building Society account
- b. To review and approve the Committees Annual reviews schedule

006/FG/2526. 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 19th June 2025
- c. To review the wage slips and pension record for June 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
- n. To review and confirm the accuracy of the Community Pantry Multipay transactions
- o. To review and confirm the accuracy of the Community Pantry Multipay reconciliation to the statements

007/FG/2526. 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

008/FG/2526. Grants

- a. To review any new grant application to be considered by Full Council on 19th June 2025
- b. To review the evaluation information for the grant provided to the Kippax Methodist Church and confirm completion of the grant
- c. To review the grant monitoring report and agree any actions

009/FG/2526. Annual Governance and Accountability Return 2024/25

- a. To review the Internal Audit Report and make recommendation to Full Council
- b. To review the Annual Governance Statement and recommend to Full Council to approve the proposed responses
- c. To review and recommend Full Council to approve the Accounting Statements.
- d. To review and recommend Full Council to approve the bank reconciliation and explanation of variances

010/FG/2526. Communications

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

011/FG/2526. 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 Tuesday 8th July 2025 at 7.15pm.