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NOTICE IS HEREBY GIVEN that a Meeting of Kippax Parish Council is to be held **Thursday 19th June 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 13th June 2025

AGENDA

020/FC/2526. Declarations

- a. To receive signed Declaration of Acceptance of Office forms from the Chair and Vice Chair

021/FC/2526. Apologies

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

022/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

023/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.

024/FC/2526. Meeting Minutes

- a. To approve minutes of the Annual Meeting of Kippax Parish Council held 15th May 2025 as a true and accurate record of that meeting

025/FC/2526. Reviews and appointments

- a. To review and approve the Planning Committee's recommended amendments and additional proposed amendments to the terms of reference for the Planning Committee
- b. To receive nominations and elect members to the disciplinary/grievance hearing/appeals panel pool
- c. To review and approve the amended Safeguarding Policy
- d. To review and approve the Personnel Committee's recommendation to approve the proposed Health and Safety Policy
- e. To consider the alternative provisions and approve a Lone Worker Policy
- f. To review and approve the Personnel Committee's recommended amendments to the Training Policy
- g. To review and approve the Personnel Committee's recommended amendments to the Training Request Form
- h. To review and approve the Personnel Committee's recommendation to approve the Training Evaluation Form without any amendments

- i. To review and approve the Personnel Committee's recommended amendments to the Appraisal Policy

026/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 new email and consider and approve an option for the OneDrive accounts
- c. To receive an update on the transfer of the website and agree any actions
- d. To consider the availability of St Mary's Church Hall for KPC Thursday meetings and approve any changes
- e. To consider and approve Councillor Weightman as a website administrator
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 026/FC/2526f.)
- f. To consider and approve the request for a one-week work experience placement

027/FC/2526. Training

- a. To receive an update on safeguarding training and agree any actions
- b. To review the training evaluation forms and agree any actions
- c. To consider whether to purchase the Local Council Data Protection Compliance Kit

028/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 receive an update on Councillor introductions and approve the revised schedule

029/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 Committees recommended actions in response to the Internal Audit Report recommendations
- e. To consider and approve the Finance and Corporate Governance Committees recommended responses on the Annual Governance Statement.
- f. To consider and approve the Finance and Corporate Governance Committees recommendation to approve the Accounting Statements.
- g. To consider and approve the Finance and Corporate Governance Committees recommendation to approve the bank reconciliation and explanation of variances
- h. To note the date for the exercise of public rights as Monday 23rd June to Friday 1st August.

030/FC/2526. Peace Flame Project

- a. To consider feedback from the unveiling event on 14th June and agree any actions

031/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 information on other possible health tests that could be provided and agree any actions

032/FC/2526. Welfest Event

- a. To consider and approve the request to organise a pantry stall at the Welfest on 12th July

033/FC/2526. Remembrance Day

- a. To receive an update on the Royal British Legion and arrangements for Remembrance Day.

034/FC/2526. Youth and Leisure

- a. To consider the entries for the Scarecrow Festival and approve a winner for the Councillors Choice category

035/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 17th July 2025 at 7pm, in the Valley Ridge Community Centre