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NOTICE IS HEREBY GIVEN that a meeting of the Finance and Corporate Governance Committee is to be held **Tuesday 8th July 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

Wednesday 2nd July 2025

AGENDA

012/FG/2526. Apologies

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

013/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

014/FG/2526. Meeting minutes

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

015/FG/2526. Administration

- a. To receive an update on changing the signatory on the Cambridge Building Society account

016/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 17th July 2025
- c. To review the wage slips and pension record for July 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 Mulitpay 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 Mulitpay transactions

- n. To review and confirm the accuracy of the Councillor M. Eyre's Multipay reconciliation to the statements
- o. To review and confirm the accuracy of the Community Pantry Multipay transactions
- p. To review and confirm the accuracy of the Community Pantry Multipay reconciliation to the statements
- q. To review and confirm the accuracy of the VAT reclaim for 1st March to 30th June 2025

017/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

018/FG/2526. Grants

- a. To review any new grant application to be considered by Full Council on 17th July 2025
- b. To review the grant monitoring report and agree any actions

019/FG/2526. Reviews

- a. To review the Data Audit and make recommendation to Full Council
- b. To review the Records Management Policy and make recommendation to Full Council
- c. To review the Retention and Disposal of Disclosures and Disclosure Information Policy and make recommendation to Full Council
- d. To review the requirements of the Local Government Transparency Code for Parish Councils with a gross annual income or expenditure in excess of £200,000 and make recommendation to Full Council

020/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 12th August 2025 at 7.15pm.