



**NOTICE IS HEREBY GIVEN** that a meeting of the Finance and Corporate Governance Committee is to be held **Tuesday 12<sup>th</sup> August 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 6<sup>th</sup> August 2025**

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## **AGENDA**

### **021/FG/2526. Apologies**

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

### **022/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

### **023/FG/2526. Meeting minutes**

- a. To approve the minutes of the meeting of Finance and Corporate Governance Committee held 8<sup>th</sup> July 2025 as a true and accurate record of that meeting.

### **024/FG/2526. Administration**

- a. To receive an update on changing the signatory on the Cambridge Building Society account
- b. To receive an update on the change to the Multipay card limits

### **025/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 21<sup>st</sup> August 2025
- c. To review the wage slips and pension record for August 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

**026/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

**027/FG/2526. Grants**

- a. To review any new grant application to be considered by Full Council on 21<sup>st</sup> August 2025
- b. To review the invoices and receipts for the Kippax in Bloom grant and make recommendation to Full Council to pay the 2025/26 grant
- c. To review the grant monitoring report and agree any actions

**028/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 Data Protection Policy and make recommendation to Full Council
- e. To review the Grants Policy and make recommendation to Full Council
- f. To review the Grant acceptance letter and make recommendation to Full Council
- g. To review the Grant Application Form and make recommendation to Full Council
- h. To review the Grant Evaluation Form and make recommendation to Full Council
- i. To approve the revised Annual Review Schedule

**029/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 9<sup>th</sup> September 2025 at 7.15pm.