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**NOTICE IS HEREBY GIVEN** that a Meeting of Kippax Parish Council is to be held **Thursday 18<sup>th</sup> September 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 12<sup>th</sup> September 2025**

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## **AGENDA**

### **066/FC/2526. Apologies**

- a. To appoint a member to take the minutes in the Clerk's absence
- b. To note apologies for absence
- c. To receive and approve any reasons for absence

### **067/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

### **068/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.

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

- a. To approve minutes of the Meeting of Kippax Parish Council held 21<sup>st</sup> August 2025 as a true and accurate record of that meeting

### **070/FC/2526. Policies**

- a. To receive an update on the alarm provision for the caretaker and agree any further actions
- b. To review and approve the Finance and Corporate Governance Committee's recommendation to approve the Privacy Notice for Staff, Councillors and Role Holders without any amendments
- c. To review and approve the Finance and Corporate Governance Committee's recommendation to approve the amendments to the General Privacy Notice
- d. To review and approve the Finance and Corporate Governance Committee's recommendation to approve the Security Incident Policy without any amendments
- e. To review and approve the Personnel Committee's recommendation to approve the amendments to the Recruitment and Selection Policy
- f. To review and approve the Personnel Committee's recommendation to approve the amendments to the Recruitment of Ex-Offenders Policy
- g. To review and approve the Personnel Committee's recommendation to approve the amendments to the Equal Opportunities Policy
- h. To review and approve the proposed amendments to the safeguarding and social media policies

**071/FC/2526. Training**

- a. To consider and approve basic safeguarding training to be undertaken by Councillors, employees and volunteers who engage with children or vulnerable adults
- b. To receive an update on the first aid training and agree any actions.

**072/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 the website and agree any actions
- c. To review the alternative KPC Logo and approve whether to use it

**073/FC/2526. Activities and Communications**

- 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 and agree any actions
- d. To receive an update on Councillor introductions and agree any actions
- e. To consider and approve whether to do a Santa introduction
- f. To receive information regarding [www.eastsidestory.co.uk](http://www.eastsidestory.co.uk)

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

- a. To review and approve The Finance and Corporate Governance Committee's 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 recommendation not to transfer any funds between accounts
- e. To consider and approve the Finance and Corporate Governance Committee's recommendation to request repayment of upsent grant of £137.19 from Crosshills Residents Association
- f. To note the External Audit Report on the 2024-25 Annual Governance and Accountability Return which raised no matter that require attention

**075/FC/2526. Remembrance Day**

- a. To receive an update on the arrangements for Remembrance Day and agree any actions
- b. To consider the quotes and approve the purchase of a speaker
- c. To consider the quotes and approve the purchase of a second microphone stand
- d. To consider and approve the quote of £450 for food for the event

**076/FC/2526. Christmas Lights**

- a. To consider the Christmas Lights Committee's request for Councillor volunteers for the event.

**077/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 16<sup>th</sup> October 2025 at 7pm, in the Valley Ridge Community Centre