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NOTICE IS HEREBY GIVEN that a Meeting of Kippax Parish Council is to be held **Thursday 21st August 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 15th August 2025

AGENDA

052/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

053/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

054/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.

055/FC/2526. Meeting Minutes

- a. To approve minutes of the Meeting of Kippax Parish Council held 17th July 2025 as a true and accurate record of that meeting

056/FC/2526. Committee Membership

- a. To receive nominations and elect members to the Christmas Lights Committee

057/FC/2526. Policies

- a. To consider and approve the alternative alarm provisions to be included in the Lone Worker Policy
- b. To consider and approve the Finance and Corporate Governance Committee's recommendation to approve the Data Audit
- c. To consider and approve the Finance and Corporate Governance Committee's recommendation to approve the proposed amendments to the Records Management Policy
- d. To consider and approve the Finance and Corporate Governance Committee's recommendation to purchase a fireproof lockable document holder for Councillor M. Eyre
- e. To consider and approve the Finance and Corporate Governance Committee's recommendation to approve the proposed amendments to the Retention and Disposal of Disclosures and Disclosure Information Policy
- f. To consider and approve the Finance and Corporate Governance Committee's recommendation to approve the Data Protection Policy

- g. To consider and approve the Finance and Corporate Governance Committee's recommendation to approve the proposed amendments to the Grants Policy
- h. To consider and approve the Finance and Corporate Governance Committee's recommendation to approve the proposed amendments to the Grant acceptance letter
- i. To consider and approve the Finance and Corporate Governance Committee's recommendation to approve the Grant Application Form without any amendments
- j. To consider and approve the Finance and Corporate Governance Committee's recommendation to approve the proposed amendment to the Grant Evaluation Form

058/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 update regarding first aid training from St Johns Ambulance.
- c. To consider and approve the quote for First Aid Training from Safe Haven Training Ltd
- d. To review the training evaluation form and agree any actions

059/FC/2526. Administration

- a. To receive an update on the filing of the paperwork in the filing cabinet.
- b. To receive feedback from the IT clinic and agree any actions
- c. To consider the quotes and approve the purchase of a mobile hotspot device
- d. To consider and approve setting up email and OneDrive accounts for non-councillor committee members
- e. To consider and approve whether to allow the Group email addresses to be able to receive external emails.
- f. To receive an update on the transfer of the website and approve making the website live
- g. To review and approve the proposed updated KPC Logo
- h. To consider and approve a response to the YLCA regarding the purchase of paper copies of NALC publications

060/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 and agree any actions
- d. To receive an update on Councillor introductions and agree any actions
- e. To consider the alleged breach of the Social Media Policy and Safeguarding Policy and agree any actions

061/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 to transfer £10,000 from the Unity Reserve Account to the Unity Current Account
- e. To consider and approve the Finance and Corporate Governance Committee's recommendation to transfer £40,000 from the Cambridge Account to the Unity Reserve Account
- f. To consider and approve the Finance and Corporate Governance Committee's recommendation to extend the deadline of the grant funding provided to the 3rd Kippax Brownies to the end of the year.
- g. To note the Finance and Corporate Governance Committee's report and consider and approve the grant application from Living and Laughing
- h. To note the Finance and Corporate Governance Committee's report and consider and approve the grant application from St Mary's Church Hall
- i. To consider and approve the Finance and Corporate Governance Committee's recommendation to request repayment of upsent grant of £722.03 and to pay the grant of £7,000 for 2025/6 after the repayment has been received

062/FC/2526. Remembrance Day

- a. To receive an update on the arrangements for Remembrance Day and agree any actions

063/FC/2526. Village Services

- a. To review the options proposed by LCC for the Planned Maintenance of Sandgate Drive and approve a preferred option

064/FC/2526. The Mayor's West Yorkshire Local Transport Plan Consultation

- a. To review the Local Transport Plan and agree any comments

065/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 18th September 2025 at 7pm, in the Valley Ridge Community Centre