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minutes of the meeting of the Finance and Corporate Governance Committee held Monday 4 January at 8.00pm using Zoom digital platform

**Approved at Finance and Corporate Governance meeting held 8th February 2021**

Present: Councillor Hardwick, Councillor Eyre, Councillor M Biscomb, Councillor Kelly  
Councillor Bate, Councillor Foley and Debi Meir (Clerk)

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## AGENDA

### **065/2021. Apologies**

a) To note apologies received and approve any reasons for absence

None

### **066/2021. 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

No further interests declared

b) To approve dispensation requests

No requested made

### **067/2021. Meeting of Finance and Corporate Governance Committee held 7 December 2020**

a) To approve minutes of the meeting of Finance and Corporate Governance Committee held 7 December 2020 as a true and accurate record of that meeting

**It was resolved** to approve the minutes of the meeting of Finance and Corporate Governance Committee held 7 December 2020 as a true and accurate record

### **068/2021. Finance and Corporate Governance Administration**

a) To receive an update on bank signatories from Cllr Eyre

The bank has returned the mandate because a signature was missing. A correct version has been submitted to the bank today.

- b) To receive an update on debit card from Cllr Eyre

Cllr Eyre has made enquires at the bank about having a debit card and they are asking their legal department if it is possible. Concerns were raised about security and how transactions would be authorised. Appropriate financial controls would need to be put in place if possible, to address these.

- c) To consider the Financial Risk Assessment

This was rejected by full council so need to be looked at again by this committee. It will be re-issued prior to the next meeting for consideration.

- d) To review the Asset Register and Insurance cover

The asset register needs to be reviewed and updated. **It was resolved** to ask all committee chairs to provide a list of all the assets that they are responsible for. **It was resolved** to ask the insurance company to add the container and any other assets recently purchased to the insurance cover.

- e) To review the provision of Internal Audit Services

As part of their review YLCA recommended that a new internal auditor is appointed. **It was resolved** to defer this to a future meeting.

#### **069/2021. Grant Applications**

- a) To review any new grant applications to be considered by full council on 21<sup>st</sup> January 2021

No new applications have been received

#### **070/2021. Internal Controls**

- a) To review the accounts for payment and resolve to recommend payment for the accounts for payment at the full council meeting on 21<sup>st</sup> January 2021

**It was resolved to recommend the accounts for payment to full council**

1.1	Best Print & Design Ltd - Kippax Matters Magazine	£1,625.00
1.2	YLCA - Local Council Powers Training Cllr M Biscomb	£15.00
1.3	Cllr Eyre's Expenses	£591.37
1.4	Clerks expenses	£28.13
1.5	Autela Payroll services	£76.75
1.6	Caretakers Mileage	£6.75

**It was resolved** to defer the review and approval of the invoices for the Christmas light and the leisure centre refurbishment to full council

- b) To review the wage slips and confirm accuracy of salaries

The January wages slips are not yet available. **It was resolved** to defer review of these to the full council meeting

- c) To review the P32 and the council's HMRC liability

The information is not yet available. **It was resolved** to defer review of these to the full council meeting

- d) To receive an update from the cheque book holder on correct completion of cheques  
Cllr Hardwick confirmed that all cheques had been completed correctly.

- e) To review the cashbook and resolve to approve its accuracy  
**It was resolved** to approve the accuracy of the cashbook but the amended version with the food bank transactions separately identified needs to be used going forward.

- f) To review the bank reconciliation with the bank statement and resolve to approve its accuracy  
**It was resolved** to approve the bank reconciliation and its accuracy. **It was resolved** recommend to full council the approval of a letter to the bank to transfer the reserves to the Business Money Manager Account.

- g) To receive an update on receipts and consider further action where necessary  
The committee received an update on receipts as per the Accounts for Payment document:

6.1	St Marys luncheon club donation to food bank	£50.00
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- h) To receive an update on VAT from the Clerk  
No further update to report

**071/2021. Next Meeting**

- a) To notify the Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting

None

- b) To confirm date of next meeting of Finance and Corporate Governance Committee as Monday 1st February at 8pm

**It was resolved** to recommend to full council that the timing of the Finance and Corporate Governance Meeting is changed to the Monday of the week before the Full Council meeting to allow the salary information to be available and reduce the timescale for payments, and the time is changed to 7pm, unless it falls on the same date as the planning meeting, when it will be at 8pm. Subject to this approval, the date of the next meeting will be Monday 8<sup>th</sup> February at 7pm.