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DRAFT minutes of the meeting of the Finance and Corporate Governance Committee held Monday 8 February at 7.00pm using Zoom digital platform

**To be approved at Finance and Corporate Governance meeting to be held 8th March 2021**

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

**072/2021. Apologies**

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

None

**073/2021. 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

None

b) To approve dispensation requests

None

**074/2021. Meeting of Finance and Corporate Governance Committee held 4 January 2021**

a) To approve minutes of the meeting of Finance and Corporate Governance Committee held 4 January 2021 as a true and accurate record of that meeting

**It was resolved** to approve minutes of the meeting of Finance and Corporate Governance Committee held 4 January 2021 as a true and accurate record

**075/2021. Finance and Corporate Governance Administration**

a) To receive an update on the bank mandate

The mandate signed by Councillor Bate has been delivered to the bank and confirmation of the change is awaited.

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

The bank has confirmed that a debit card can be applied for in the Clerks name. The committee were unable to agree so it will be deferred to full council for a decision.

- c) To consider the Financial Risk Assessment

It was resolved to recommend to full council the approval of the financial risk assessment.

- d) To review the Asset Register and Insurance cover

The existing asset register was reviewed and actions agreed. **It was resolved to recommend to full council approval of the revised asset register.**

**It was resolved to obtain 3 quotes for the insurance cover at renewal for consideration by full council**

**076/2021. Grant Applications**

- a) To review any new grant applications to be considered by full council on 18<sup>th</sup> February 2021

No new grant applications to be considered.

**070/2020. 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 18<sup>th</sup> February 2021

It was resolved to recommend the accounts for payment to full council except the invoice for the Kippax Meadows project which is to be queried.

1.1	YLCA - Climate Emergency webinar - J Almond	£15.00
1.2	YLCA Good Employer Training - M Eyre	£48.00
1.3	YLCA Planning enforcement training - M Eyre	£22.50
1.4	YLCA Appraisal training - M Eyre	£15.00
1.5	Councillor M Biscomb expenses	£649.47
1.6	Councillor M Eyre expenses	£59.53
1.7	Clerks expense	£7.62
1.8	Caretakers milage	£11.70
1.9	The Defib store - spare defibrillator pads	£55.20

- b) To review the wage slips and pension record and confirm their accuracy

It was resolved to confirm the accuracy of the revised wage slips and it was noted that the pension deduction was incorrect but would be corrected next month.

7.1.	Salaries	£1,567.66
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- c) To receive an update from the cheque book holder on correct completion of cheques

Cllr Hardwick confirmed that all cheques had been completed correctly but it was noted that salary cheques need to be dated the 25<sup>th</sup> of the month.

- d) To review the cashbook and resolve to approve its accuracy

The cashbook was reviewed and it was noted that details were missing for some entries. The clerk will make the corrections for next month.

- e) To review the bank reconciliation with the bank statement and resolve to approve its accuracy

**It was resolved** to approve the bank reconciliation to the end of December and its accuracy.

- f) To receive an update on receipts and consider further action where necessary

An update on receipts was received as per the accounts for payments:

6.1	LCC - Totes bag project grant	£925.00
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- g) To receive an update on VAT from the Clerk

No update to report

- h) To review the caretakers petty cash transactions

The petty cash has been set up but no transactions have been made yet.

- i) To receive a financial update from Kippax Food Bank

Councillor M Biscomb presented a financial update on the Kippax Food Bank.

- j) To consider how to manage the funding for the Kippax Community Garden project

**It was resolved** to recommend that the funding for the Kippax Community Garden project should be accessed via the grants process.

#### **071/2020. 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 8<sup>th</sup> March at 7pm

**It was resolved** to confirm the date of the next meeting of Finance and Corporate Governance Committee as Monday 8th March at 7pm

**Meeting closed 8:37pm**