



[www.kippax-pc.gov.uk](http://www.kippax-pc.gov.uk)

Minutes of the meeting of the Finance and Corporate Governance Committee held Monday 12 April at 8.00pm using Zoom digital platform

**Approved at Finance and Corporate Governance meeting held 14th June 2021**

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

**086/2021. Apologies**

- a) To note apologies received and approve any reasons for absence  
Apologies were received from Councillor Osman

**087/2021. 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

**088/2021. Meeting of Finance and Corporate Governance Committee held 8 March 2021**

- a) To approve minutes of the meeting of Finance and Corporate Governance Committee held 8 March 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 8 March 2021 as a true and accurate record.

**089/2021. Finance and Corporate Governance Administration**

- a) To receive an update on debit card

The bank has advised it is necessary to go into the Leeds or Wakefield branch to sort this and the new bank mandate. It was agreed to wait until after lockdown and the Clerk has moved house.

- b) To receive an update on online banking

This is also on hold until the Clerk has moved house.

- c) To review the financial regulations and make recommendation to full council for approval.

**It was resolved to recommend to full council to approve the financial regulations with the agreed amendments**

- d) To review the insurance quotes and make recommendation to full council.

**All the insurance quotes have not yet been received so this is to be deferred to full council**

**090/2021. Grant Applications**

- a) To review any new grant applications to be considered by full council on 15<sup>th</sup> April 2021

**None received**

**091/2021. 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 15<sup>th</sup> April 2021

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

1.1	Autela Payroll Services	£87.22
1.2	YLCA Membership fee	£1,148.00
1.3	YLCA Powers training - M Eyre	£15.00
1.4	YLCA Appraisal training - D Meir	£15.00
1.5	Kippax Aerials	£60.00
1.6	Caretakers Mileage claim	£5.40
1.7	Councillor M. Biscomb expenses	£357.39
1.8	Councillor M Eyre expenses	£198.02

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

**It was resolved to confirm the accuracy of the wage slips and pension record**

7.1	Salaries	£1,401.59
7.2	Pension (paid by DD)	£88.08

- 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**

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

**It was resolved to approve the accuracy of the cashbook**

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

It was resolved to approve the accuracy of the bank reconciliation

- 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	U3A Container rental	£100.00
6.2.	Calendar sales	£450.00
6.3	Magazine Advertising	£60.00
6.4	Ward Cllrs - Food Bank Donation	£750.00

- g) To review and approve the annual VAT refund claim

It was resolved to approve the submission of the Annual VAT return

- h) To review the caretakers petty cash transactions

It was resolved to approve the accuracy of the petty cash transaction.

Date	Voucher	Item	Cash in	Cash out	Balance
		B / F			90.33
26/03/2021	PC02	2 Strimmer heads		14.00	76.33
27/03/2021	PC03	Cement for Meadows stones		5.63	70.70

**092/2021. Budgets 2020/21**

- a) To review the budgets for 2021/22 and make any recommendations to full council.

It was resolved to recommend no changes to the budgets for 2021/22

**093/2020. 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

It was resolved to cancel the May meeting because it is not possible to hold meetings on 10<sup>th</sup> May. Finance items will be considered at the full council meeting.

**Meeting Closed 9:08pm**