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Minutes of the meeting of the Finance and Corporate Governance Committee held Monday 14th June at 7.00pm in the Leisure Centre.

Approved at the Finance and Corporate Governance meeting held 12th July 2021

Present: Councillor Foley, Councillor Eyre, Councillor M Biscomb, Councillor J Biscomb, Councillor Hudspith and Debi Meir (Clerk)

001/FG/2122. Election of Chair and Vice Chair:

- a. To receive nominations and elect a Chairman
Councillor H Foley was nominated and elected as Chair
- b. To receive nominations and elect a Vice Chairman
Councillor M Eyre was nominated and elected as Vice Chair

002/FG2122. Apologies

- a. To note apologies received and approve any reasons for absence
None

003/FG/2122. 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

004/FG/2122. Meeting of Finance and Corporate Governance Committee held 12 April 2021

- a. To approve the minutes of the meeting of Finance and Corporate Governance Committee held 12 April 2021 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 12 April 2021 as a true and accurate record of that meeting.

005/FG/2122. Finance and Corporate Governance Administration

- a. To receive an update on debit card
The application form has been completed and will be taken into the branch by Councillor Eyre. The correspondence address on the account will be changed at the same time.

- b. To receive an update on online banking
Another application form has been submitted and a response is awaited.
- c. To consider the arrangements for writing cheques
It was resolved that the Clerk would hold the chequebook and write the cheques.
- d. To receive an update on the data audit and consider any action required
It was resolved that the data audit task group would meeting on 12th July at 5:30pm to take this work forward.

006/FG/21222. Grant Applications

- b. To review any new grant applications to be considered by full council on 22nd June 2021
It was resolved to recommend approval of the grant application from the Kippax Welfare Club.

007/FG/21222. 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 22nd June 2021.
It was resolved to recommend the accounts for payment to full council.

ILCA training course	144.00
Anti-climb paint & signs	42.30
Cllr Eyre's printing paper	5.70
Internal Audit Fee	270.00
Caretakers Mileage	7.65
Magazine printing	1,425.00
Clerk's printing and expenses	8.90
Church Hall - Venue Hire	25.00

Clerk to calculate average caretaker mileage over last 6 months and defer to the Personnel Committee to consider giving a set allowance amount each month.

- b. To review the wage slips and pension record and confirm their accuracy
It was resolved to confirm the accuracy of the wage salary and pension summary records. Clerk to circulate the wage slips to the Committee Members.

Salaries	1436.09
Pension	92.40

- c. To review the P32 and the Councils HMRC liability
It was resolved to confirm the accuracy of the P32 and the Councils HMRC liability

Qtr 1 PAYE costs	544.12
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- d. To confirm that all cheques have been completed correctly and that the cheque counterfoils have been initialled by signatories.
It was resolved to confirm that the cheques had been completed correctly and counterfoils were initialled on all cheques except cheque 101610.
- It was resolved** that for future meetings the Clerk would prepare the cheques on the accounts for payment prior to the meeting so they can be checked for their accuracy at the meeting, by a non-signatory, before being presented for approval and signing at the full council meeting.
- e. To review the cashbook and resolve to approve its accuracy
It was resolved to approve the accuracy of the cashbook.
- f. 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.
- g. To receive an update on receipts and consider further action where necessary
An update on receipts was received as per the accounts for payments:

Precept	106,253.00
Magazine Advertising	60.00
training cost repaid	32.44
Magazine advertising	15.00
Calendar Sales	30.00

- h. To review the reporting of powers for spending decisions reports and make any recommendations to full Council
The report was reviewed and it was resolved to change the power for the magazine spend to the power to provide newsletters under section 142 of the Local Government Act 1972. Clerk to share the list of powers from the YLCA with the Committee members
- i. To review the caretakers petty cash transactions and recommend to full council it is topped up by £100
It was resolved to approve the topping up of the petty cash by £80.56 to restore the float to £100 as per the financial regulations

008/FG/2122. Budgets

- a. To review the budget monitoring report and make any recommendations to full council.
It was resolved to transfer the refund of the training costs to the training budget.
- It was resolved** to recommend to full council that the to re-allocate the Community Gala budget to the general grant application budget.

009/FG/2122. 2020-21 Annual Governance and Accountability Return and Internal Audit

- a. To consider section 1 – The Annual Governance Statements and recommend a response to full council
It was resolved to recommend to full council to approve the proposed responses on the Annual Governance Statement
- b. To review Section 2 – Accounting Statements and make recommendation to full council
It was resolved to recommend to full council to approve the Accounting Statement.
- c. To review the Annual Internal Audit Report and make recommendation to full council
The internal Audit report finding were reviewed and it was noted that the missing receipt identified by the auditor had been presented at the time the payment was made so it must have been lost from the file. Page numbers were not considered necessary on minutes because the items are sequentially numbered and the use of a debit card has been approved to address the issue raised of large purchases being made by Councillors. Also, to note that the Auditor did not look at the petty cash. **It was resolved** to recommend to full council that no further action is required.
- d. To review the bank reconciliation and explanation of variances and make recommendation to full council
It was resolved to recommend to full council to approve the bank reconciliation and explanation of variances.
- e. To consider the dates for the period for the exercise of public rights and make recommendation to full council
It was resolved to recommend to full council to approve the proposed dates for the period for the exercise of public rights.

010/FG/2122. Next Meeting

- a. To notify the Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting
 - LCAS awards scheme.
 - Review of magazine advertising income
- b. To confirm the date of next meeting of Finance and Corporate Governance Committee as Monday 5th July at 8pm
It was resolved to confirm the date of next meeting of Finance and Corporate Governance Committee as Monday 5th July at 8pm

Meeting closed 8:50pm