



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

Minutes of the meeting of the Finance and Corporate Governance Committee held Monday 12th July at 8.00pm in the Leisure Centre

**Approved at the Finance and Corporate Governance meeting held 9th August 2021**

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

**011/FG2122. Apologies**

- a. To note apologies received and approve any reasons for absence  
**No apologies received but Councillor J Biscomb and A Hudspith have resigned from the committee.**

**012/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**

**013/FG/2122. Meeting of Finance and Corporate Governance Committee held 14 June 2021**

- a. To approve the minutes of the meeting of Finance and Corporate Governance Committee held 14 June 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 14 June 2021 as a true and accurate record of that meeting**

**014/FG/2122. Finance and Corporate Governance Administration**

- a. To receive an update on debit card  
**The relevant form has been completed and will be taken to the Branch.**
- b. To receive an update on online banking  
**The relevant form has been completed and will be taken to the Branch.**
- c. To receive an update on the replacement bank signatory.  
**The relevant form has been completed and will be taken to the Branch.**
- c. To consider the proposed amendments to the training policy and make recommendation to full Council.

**It was resolved** to recommend to full council that they approve the proposed amendment to the training policy that training, which was unauthorised or non-attended without reasonable excuse, will be billed to the Councillor.

**015/FG/21222. Grant Applications**

- b. To review any new grant applications to be considered by full council on 20th July 2021

None

**016/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 20<sup>th</sup> July 2021

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

YLCA - The Good Councillor Guides	9.31
SLCC - Clerks membership fee	119.02
LCC - 3 bespoke Xmas motifs	2,520.00
Caretaker Mileage	17.10
Food bank surplus donation	202.00
Cllr Eyre Expenses	21.95
Cement for benches	53.12
Payroll services April to June	71.12
Clerk – Expenses	15.46

- 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.

Salaries	1,339.31
Pension	80.26

- c. To confirm that all cheques have been completed correctly  
**It was resolved** to confirm that all cheques have been completed correctly subject to confirmation of the correct payee name for the foodbank donation.
- d. To confirm that the cheque counterfoils have been initialled by signatories.  
**It was resolved** to confirm that the cheque counterfoils have been initialled by signatories.
- 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:**

CIL funding	10,286.49
-------------	-----------

- h. To review the reporting of powers for spending decisions reports and make any recommendations to full Council  
**The report was reviewed and no further actions are required.**
- i. To review the caretakers petty cash transactions and agree any actions  
**The report was reviewed and no further actions are required**
- j. To review the magazine advertising receipts and agree any actions  
**The report was reviewed and it was resolved** to get clarification from the Communication Committee on when invoices are issued and how long they are given to pay.

**017/FG/2122. Budgets**

- a. To review the budget monitoring report and make any recommendations to full council.  
**The report was reviewed and the budget for the Gala needs to be reallocated to grants on the report.**

**018/FG/2122. Next Meeting**

- a. To notify the Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting  
**None**
- b. To confirm the date of next meeting of Finance and Corporate Governance Committee as Monday 9<sup>th</sup> August at 8pm  
**It was resolved** to confirm the date of next meeting of Finance and Corporate Governance Committee as Monday 9<sup>th</sup> August at 8pm, venue to be confirmed

**Meeting closed 8:45pm**