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Minutes of the meeting of Kippax Parish Council's Finance and Corporate Governance Committee held Monday 9th August at 8pm at Valley Ridge Community Centre

Approved at the Finance and Corporate Governance Committee meeting held on Monday 6th September 2021

Present: Councillor G. Hardwick, Councillor M. Eyre, Councillor M. Biscoomb (Acting as Clerk), Councillor H. Foley, Councillor J Bate

019/FG2122. Apologies

- a. To note apologies received and approve any reasons for absence

No apologies received.

020/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

021/FG/2122. Meeting of Finance and Corporate Governance Committee held 12th July 2021

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

022/FG/2122. Finance and Corporate Governance Administration

- a. To receive an update on debit card

Awaiting a phone call from the bank to confirm details of the debit card.

- b. To receive an update on online banking

The bank has received the form and is being processed, Cllr Eyre awaiting a phone call from the bank.

The address for the bank account has been update to the Clerk's new address.

- c. To receive an update on the replacement bank signatory

Jack Bate and Janet Simpson have now been confirmed as signatories on the account.

023/FG/21222. Grant Applications

- a. To note receipt of the evaluation report, photograph and receipt for the grant to Kippax Junior Athletics club and confirm completion of the grant

It was resolved to accept the evaluation report as an accurate record

- b. To approve circulation of the evaluation report and photograph to the Communications Committee for publication in the magazine, website and social media

It was resolved to approve circulation of the report and photograph with the Communications Committee

024/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 24th August 2021

It was resolved to approve the accounts for payment and recommend payment to the full council

It was noted that Item 1.4 with the relevant minute for the agreed payment

- b. To confirm that all cheques have been completed correctly

It was resolved that all had cheques have been completed correctly as checked by Cllr Biscomb

- c. To confirm that the cheque counterfoils have been initialled by signatories.
It was resolved that all had counterfoils have been completed correctly as checked by Cllr Biscomb

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

It was resolved to approve the cashbook as accurate

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

It was resolved to approve the bank statement as accurate

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

The update was received and accepted, it has been deferred to the Communications Committee to consider the process for magazine advertisement payments.

- g. To review the reporting of powers for spending decisions reports and make any recommendations to full Council

It was resolved to approve the powers report.

- h. To review the caretakers petty cash transactions and agree any actions

It was resolved to approve the petty cash transactions

- i. To review the magazine advertising receipts and agree any actions

It was noted that the business name on the magazine advertising list does not match the names on the Accounts for Payment document. This information needs to be sought from the Communications Committee as well as confirmation of what kind of advert each advertiser has booked.

This item should also be embedded in with Item F.

- j. To confirm the accuracy of the updated asset register and insurance schedule

It was resolved to approve the asset register and insurance schedule as accurate.

025/FG/2122. Budgets

- a. To review the budget monitoring report and make any recommendations to full council.

It was noted to check with the Clerk whether the Salary amount will cover the agreed overtime for the Clerk.

026/FG/2122. Next Meeting

- a. To notify the Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting
 - To confirm what the situation is re. emergency powers and urgent cheques when the Clerk is on annual leave (to seek guidance from YLCA)
- b. To confirm the date of next meeting of Finance and Corporate Governance Committee as Monday 6th September at 8pm

It was resolved to confirm the date for the next meeting of the Finance and Corporate Governance Committee as Monday 6th September at 8pm.

Meeting closed at 8.50pm