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Minutes of the meeting of the Finance and Corporate Governance Committee held Monday 6th September at 8.00pm in the Valley Ridge Community Centre

To be approved at the Finance and Corporate Governance Committee meeting to be held on Monday 11th October 2021

Present: Councillor M. Eyre, Councillor M. Biscomb, Councillor H. Foley, Councillor J Bate and D Meir (Clerk)

027/FG2122. Apologies

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

None

028/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

029/FG/2122. Meeting of Finance and Corporate Governance Committee held 9th August 2021

- a. To approve the minutes of the meeting of Finance and Corporate Governance Committee held 9th August 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 9th August 2021 as a true and accurate record of that meeting

030/FG/2122. Finance and Corporate Governance Administration

- a. To receive an update on debit card

The bank has advised that a new form needs to be completed but this has not been received.

- b. To receive an update on online banking

The bank has sent a new form to be completed. **It was resolved** to approve daily limits of £30,000 for BACS and faster payments.

031/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 16th September 2021

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

Planning training - Osman	22.50
Standards training - Hudspith	22.50
Website hosting and emails	724.80
Summer tennis sessions	105.00
Zoom expenses	57.56
Bid writing training – M Biscomb	5.80
Christmas expenses	49.14
Strimmer heads	52.86
Cllr Eyre expenses	5.30
Caretaker mileage expenses	9.90
Clerk's office expenses	28.28
Church Hall Hire 28th July	30.00

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

It was resolved to confirm that all cheques have been completed correctly

- c. To confirm that the cheque counterfoils have been initialled by signatories.

It was found that the cheque counterfoils had not been initialled for last months payments. Cllr Foley checked and initialled them at the meeting and Cllr Simpson to be asked to initial them.

- 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, including magazine advertising and consider further action where necessary

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

Lawnmower scrap income	30.00
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It was resolved to change the magazine advertising invoicing date to when the magazine is sent to the printers and to still allow 4 weeks to pay.

- g. 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.

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

The transactions were reviewed and **it was resolved** to top-up the petty cash float back to £100.

032/FG/2122. Budgets

- a. To review the salary cost projections against budget and make any recommendations to full council.

It was resolved to recommend to full council that £2,000 is transferred from the health and safety budget to the salaries budget to cover the projected shortfall.

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

The report was reviewed and no further actions are required

033/FG/2122. Grants

- a. To consider the grant enquiry and update on the previous grant from the Growing Zone and agree any actions.

It was resolved to recommend to full council that the grant policy is amended to allow for pre-emptive applications and multi-year applications, with a cap on the amount that can be applied for.

It was resolved to request the unspent funds on the Growing Zones last grant are returned in line with the term and conditions then a new grant is applied for if required.

034/FG/2122. Next Meeting

- a. To notify the Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting

- CIL funding monitoring
- Update on 2020/21 Grants

- b. To confirm the date of next meeting of Finance and Corporate Governance Committee as Monday 11th October at 7pm

It was resolved to confirm the date of the next meeting of Finance and Corporate Governance Committee as Monday 11th October at 7pm

Meeting closed 8:55pm