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Minutes of the meeting of the Finance and Corporate Governance Committee held Monday 10th January at 8pm in the Valley Ridge Community Centre

Approved at the Finance and Corporate Governance Committee meeting held on Monday 7th February 2022

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

063/FG2122. Apologies

- a. To note apologies received and approve any reasons for absence
Apologies were received from Councillor J. Bate and Councillor M. Osman. **It was resolved** to approve the reasons for absence.

064/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

065/FG/2122. Meeting of Finance and Corporate Governance Committee held 6th December 2021

- a. To approve the minutes of the meeting of Finance and Corporate Governance Committee held 6th December 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 6th December 2021 as a true and accurate record of that meeting.

066/FG/2122. Finance and Corporate Governance Administration

- a. To receive an update on the application to switch bank accounts to the Unity Trust

Unity Trust have acknowledged receipt of the application but are not processing any in January. The need to hold deposits in different banks due to the deposit protection limit was discussed. The Clerk will investigate different saving accounts and prepare a proposal for consideration.

067/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 20th January 2022

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

Information Commissioners fee	40.00
Cllr Eyre expense	22.26
Caretaker mileage	9.90
Clerk's expenses	12.69
Methodist Hall hire	25.00
Flags annual inspection	420.00
Leeds City Council – DBS checks	168.00
Leeds City Council – DBS checks	130.40
Leeds City Council – DBS checks	42.00
Community First Yorkshire membership fee	42.00

It was agreed that the Clerk would review the budgets and identify where the budget for the DBS checks can be found and present it to full council for approval

- 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.

- c. To review the cheques raised between meetings and approve their accuracy

No cheques were raised between meetings:

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

It was resolved to approve the accuracy of the cheques raised between meetings.

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

It was resolved to confirm that all counterfoils had been initialled by signatories

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

It was resolved to approve the accuracy of the cashbook.

- g. 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.

- h. 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:

Magazine Advertising	40.00
Magazine Advertising	40.00
Magazine Advertising	40.00
USA storage rental	100.00

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

The report was reviewed and it was resolve to recommend to full council that the Christmas lights expenditure is allocated to the power to provide entertainment.

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

No new transactions this month

- k. To review the Community Infrastructure Levy (CIL) Report and agree any actions

The report was reviewed and no further actions are required.

068/FG/2122. Budgets

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

The report was reviewed and it was noted that the income from U3A needs to be added.

069/FG/2122. Grants

- a. To review any new grant applications to be considered by full council on 20th January 2022

The grant application from Kippax Kicks was reviewed and **it was resolved** to advice full council of concerns that it does not meet the requirement of the council's Grant Policy, because it caters for people outside the parish and it does not offer value for money.

- b. To note receipt of the evaluation report and receipts from The Cricket Club and confirm completion of the grant

It was resolved to confirm completion of the grant to the Cricket Club.

070/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 7th February at 8pm

It was resolved to confirm the date of next meeting of Finance and Corporate Governance Committee as Monday 7th February at 8pm

Signed: _____ Date: _____