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Minutes of the meeting of the Finance and Corporate Governance Committee held Monday 7th March at 8pm in the Valley Ridge Community Centre

**To be approved at the Finance and Corporate Governance Committee meeting to be held on Monday 11th April 2022**

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

**079/FG2122. Apologies**

- a. To note apologies received and approve any reasons for absence  
Apologies were received from Councillor M. Biscomb and **it was resolved to approve the reason for absence.**

**080/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**

**081/FG/2122. Meeting of Finance and Corporate Governance Committee held 7th February 2022**

- a. To approve the minutes of the meeting of Finance and Corporate Governance Committee held 7<sup>th</sup> February 2022 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 7<sup>th</sup> February 2022 as a true and accurate record of that meeting**

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

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

**The application is progressing and a cheque for £500 has been provided to open the account.**

- b. To receive an update on the opening of the savings accounts

To be progressed by the Clerk

**083/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 17th March 2022

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

March Newsletter printing	1,425.00
Cllr Eyre expenses	18.00
Clerk office expenses	5.13
McAfee subscription	85.49
Methodist Hall Hire 17th March	25.00
Caretaker Mileage	8.10

- b. To review the wage slips, pension record, and P32 HMRC liability and confirm their accuracy

**It was resolved** to confirm the accuracy of the wage slips, pension record and P32 HMRC liability:

Salaries	1,431.26
Pensions	91.78
PAYE costs	656.27

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

**It was resolved** to confirm the accuracy of the cheque raised between meetings:

Defibrillator battery	282.00
Caretaker equipment servicing	263.75

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

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

- e. 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 except the cheque of the defibrillator battery which needs to be initialled by Councillor McEwan.

- 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:**

Calendar Sales	112.20
Magazine Advertising	15.00
Training cost repaid	15.00

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

**The report was reviewed and no further action is required.**

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

**It was resolved to confirm the accuracy of the petty cash transition:**

Petrol	£15.81
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**It was resolved to recommend to full council that the petty cash float is topped back up to £100**

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

**The report was reviewed and no further action is required.**

#### **084/FG/2122. Budgets**

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

**The report was reviewed and no further action is required.**

#### **085/FG/2122. Grants**

- a. To review any new grant applications to be considered by full council on 17th March 2022

**The application from Kippax Band was reviewed and the validity, powers and budget availability were confirmed.**

#### **086/FG/2122. Internal Audit arrangements**

- a. To consider the internal audit arrangements and make recommendations to full council.

**It was resolved to recommend to full council to re-appoint Town Parish Audit as the internal auditor.**

**087/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 11<sup>th</sup> April at 7pm

**It was resolved** to confirm the date of the next meeting of Finance and Corporate Governance Committee as Monday 11<sup>th</sup> April at 7pm

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