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Minutes of the meeting of the Finance and Corporate Governance Committee held Monday 11th April at 7pm in the Valley Ridge Community Centre

Approved at the Finance and Corporate Governance Committee meeting held on Tuesday 3rd May 2022

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

001/FG2223. Apologies

- a. To note apologies received and approve any reasons for absence
None

002/FG/2223. 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

003/FG/2223. Meeting of Finance and Corporate Governance Committee held 7th March 2022

- a. To approve the minutes of the meeting of Finance and Corporate Governance Committee held 7th March 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 7th March 2022 as a true and accurate record of that meeting

004/FG/2223. Finance and Corporate Governance Administration

- a. To receive an update on the application to switch bank accounts to the Unity Trust
An application has been completed with the existing five signatories being able to view the account online and authorise payments and the clerk able to view the account, set up payments and pay cash in at the Garforth Post Office.
- b. To receive an update on the opening of the savings accounts
To be progressed by the Clerk

005/FG/2223. 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 21st April 2022
It was resolved to recommend the following accounts for payment to full council.

Zurich Insurance	804.32
YLCA membership fee	1,160.00
Hire of Valley Ridge – Aug, Sep, Dec 21	189.11
Caretaker's mileage	4.95
Cllr Eyre – printing expenses	10.00
SLCC – Clerks CiLCA registration	410.00
Clerk's office expenses	22.33
Methodist Hall Hire 21 st April	25.00

- b. To review the wage slips and pension record and confirm their accuracy
The wage slips were reviewed and a discrepancy in the Clerks rate of pay has been identified. **It was resolved** to refer it to full council for consideration.
- 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:

Methodist Hall Hire 24 th March	25.00
Bowling club grant purchases	2,682.40
Ukrainian Flags	160.86
Noticeboard brackets	12.00
Cllr Eyre mileage expenses	19.35
Caretaker equipment servicing	78.40

- 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
- 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:

Defibrillator donation	50.00
Magazine Advertising	285.00
Ukrainian flags donation	60.00
Scrap income	10.00

- 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
No transactions to report
- k. To review the Community Infrastructure Levy (CIL) Report and agree any actions
The report was reviewed and no further action is required. A copy has been provided to the resident who asked about CIL spending at the Annual Village Meeting and they have been asked where they would like available funds to be spent.
- l. To review and approve the annual VAT refund claim
The annual VAT return was review and **it was resolved to approve its submission to HMRC.**

006/FG/2223. Budgets

- a. To review the budget monitoring report and make any recommendations to full council.
The budget monitoring report was reviewed and the Clerk will do more work to identify all committed expenditure for the year.

007/FG/2122. Grants

- a. To review any new grant applications to be considered by full council on 21st April 2022
The application from 3rd Kippax Brownies was reviewed and the validity, powers and budget availability were confirmed.

008/FG/2223. Audit

- a. To review the Financial Risk Assessment and make recommendations to full council
It was resolved to recommend approve of the risk assessment to full council
- b. To check the Asset Register is up to date and accurate and that relevant programmes of inspections and maintenance have been carried out.
The accuracy of the asset register was confirmed. Councillor Eyre will do some work to re-group the assets.
- c. To review the insurance provision and relevant documentation and make recommendations to full council
It was resolved to request the description of the storage container is changed and to recommend approval of the insurance renewal to full council

009/FG/2223. Next Meeting

- a. To notify the Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting
None
- b. To recommend to full council that the date of next meeting of the Finance and Corporate Governance Committee is changed to Tuesday 3rd May at 8pm
It was resolved to recommend to full council that the date of next meeting of the Finance and Corporate Governance Committee is changed to Tuesday 3rd May at 8pm

Signed: _____ Date: _____