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Minutes of the meeting of the Finance and Corporate Governance Committee held Tuesday 3rd May at 8pm in the Valley Ridge Community Centre

Approved at the Finance and Corporate Governance Committee meeting held on Monday 6th June 2022

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

010/FG2223. Apologies

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

011/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

012/FG/2223. Meeting of Finance and Corporate Governance Committee held 11th April 2022

- a. To approve the minutes of the meeting of Finance and Corporate Governance Committee held 11th April 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 11th April 2022 as a true and accurate record of that meeting

013/FG/2223. Finance and Corporate Governance Administration

- a. To receive an update on the application to switch bank accounts to the Unity Trust
The application form is awaiting a further signature then it will be sent to the bank
- b. To receive an update on the opening of the savings accounts
Clerk to progress

014/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 5th May 2022

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

Defibrillator	900.00
Clerk office costs	22.79
Caretaker's mileage	13.05
Defibrillator pads	127.20
Litter pickers	111.58
Panels for photo backdrop	47.59
Councillor Eyre mileage	9.00
Methodist Hall Hire 5th May	25.00
Beacon piper	100.00

- b. To review the wage slips and pension record and confirm their accuracy
This was referred to full council as the information has not yet been received from the payroll provider
- c. To review the cheques raised between meetings and approve their accuracy
No cheques raised between meetings
- 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
No bank reconciliation to review as the bank statements have not yet been received.
- h. To receive an update on receipts, including magazine advertising and consider further action where necessary
The receipts were noted and Joy Bate will be asked to chase the outstanding magazine advertising income.
- i. To review the powers for spending decisions report and make any recommendations to full council
To defer to the next meeting.
- j. To review the caretakers petty cash transactions and agree any actions
No new transactions to report. Councillor Eyre will make sure the caretaker has what he needs before he goes on his holiday.
- k. To review the Community Infrastructure Levy (CIL) Report for and agree any actions
To defer to the next meeting.

015/FG/2223. Budgets

- a. To review the budget monitoring report and make any recommendations to full council.
The budget monitoring report for 2021-22 was reviewed and it was agreed to consider where the overspend on the magazine should be funded from and make recommendation to full council.

016/FG/2122. Grants

- a. To review the grant application from The Prince of Wales Trust to be considered by full council on 5th May 2022
It was resolved to advise full council that the application does not meet the grants policy criteria because they do not operate in the parish.
- b. To note the receipt from Kippax Band and recommend to full council to authorise payment of this year's grant
It was resolved to recommend to full council to authorise payment of this years grant.

017/FG/2223. Financial Policies

- a. To review the Financial Regulations and make recommendation to full council
It was resolved to recommend to full council to approve the amendments to the Financial Regulations
- b. To review the Expenses Policy and make recommendation to full council
It was resolved to recommend to full council to approve the Expenses Policy with no amendments.
- c. To review the Grants Policy, application form and term and conditions and make recommendation to full council
It was resolved to recommend to full council to approve the Grants Policy, application form and terms and conditions, with no amendments.

018/FG/2223. Schedule of regular payments

- a. To review the schedule of regular payments and recommend to full council to approve their payment for the year.
It was resolved recommend to full council to approve the schedule of regular payments.

019/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 the date of next meeting of the Finance and Corporate Governance Committee as Monday 6th June at 8pm
It was resolved to approve the date of the next meeting of the Finance and Corporate Governance Committee as Monday 6th June at 8pm.

Signed: _____ Date: _____