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Minutes of the meeting of the Finance and Corporate Governance Committee held Monday 6th June at 8pm in the Valley Ridge Community Centre

Approved at the Finance and Corporate Governance Committee meeting held on Monday 11th July 2022

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

020/FG/2223. Election of Chairman and Vice Chairman

- a. To receive nominations and elect a Chairman
Councillor Foley was nominated and elected as Chairman
- b. To receive nominations and elect a Vice Chairman
Councillor Eyre was nominated and elected as Vice Chairman

021/FG2223. Apologies

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

022/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

023/FG/2223. Meeting of Finance and Corporate Governance Committee held 3rd May 2022

- a. To approve the minutes of the meeting of Finance and Corporate Governance Committee held 3rd May 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 3rd May 2022 as a true and accurate record of that meeting.

024/FG/2223. Finance and Corporate Governance Administration

- a. To receive an update on the application to switch bank accounts to the Unity Trust
The bank account is now open and users have been sent details on how to set up their online access. Clerk to check that all other users are set up.
- b. To receive nominations and make recommendation to full to approve four nominated users for the Redwood Bank savings account.
To defer this to full council

- c. To receive nominations and make recommendation to full to approve four signatories for the United Trust Bank savings account
To defer this to full council
- d. To recommend to full council to approve the transfer of £254,500 to the Unity Trust Account
It was resolved to recommend to full council to approve the transfer of £254,500 to the Unity Trust Account
- e. To recommend to full council to approve the transfer of £85,000 to each of the Redwood Bank and the United Trust Bank savings accounts upon opening, from the Unity Trust Account, once the funds have cleared.
It was resolved to recommend to full council to approve the transfer of £85,000 to each of the Redwood Bank and the United Trust Bank savings accounts upon opening, from the Unity Trust Account, once the funds have cleared.

025/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 16th June 2022
It was resolved to recommend the following accounts for payment to full council.

Kippax in Bloom sign	66.00
YLCA training course	25.00
Paint for litter bins	44.32
Jubilee event expenses	90.73
Shirt embroidery (subject to approval)	3.60
Councillor Eyre expenses	21.90
Caretaker mileage	16.20
Strimmer cover	38.22
Clerk's expenses	24.36
Methodist Hall Hire 16 th June	25.00
Clerk's SLCC membership	118.28
Petty cash float top-up	83.15
Magazine printing	1,425.00

- b. To review the wage slips and pension record for May and June and confirm their accuracy
It was resolved to approve the accuracy of the wages slips and pension records for May and June:

Salaries May	2,240.27
Pensions May	154.46
Salaries June	1,934.71
Pensions June	113.02

- c. To review the P32 and confirm the Councils HMRC liability
It was resolved to confirm the accuracy of the councils PAYE liability as £1,646.57
- d. To review the cheques raised between meetings and approve their accuracy
It was resolved to confirm the accuracy of the cheques raised between meetings:

Jubilee banners	200.00
Defibrillator cabinet	478.80
Insurance - replacement of cheque 101793	441.21

- e. To confirm that all cheques have been completed correctly
It was resolved to confirm that all cheques have been completed correctly.
- f. To confirm that the cheque counterfoils have been initialled by signatories.
It was resolved to confirm that all cheque counterfoils have been initialled except the cheques raised between meetings which need to be initialled by Councillor Eyre.
- g. To review the cashbook and resolve to approve its accuracy
It was resolved to approve the accuracy of the cashbook and it was noted that the CIL payment received was incorrect and the overpayment will need to be repaid.
- h. 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
- i. 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	65.00
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It was noted that the income from the jubilee has been paid into the bank and will be reported next month.

- j. To review the powers for spending decisions report and make any recommendations to full council
The report was noted and no further actions required.
- k. To review the caretakers petty cash transactions and agree any actions
The following petty cash transactions were reported:

Caretaker trousers and shoes	49.99
Petrol	17.21
Strimmer Wire	15.95

The petty cash float will be topped back up to £100

- l. To review the Community Infrastructure Levy (CIL) Report for and agree any actions
To carry forward to the next meeting

026/FG/2223. Budgets

- a. To review the final 2021-22 budget report and consider the magazine advertising overspend and make any recommendations to full council.
It was noted that the overspend on magazine printing was due to a delay on the payment of an invoice from 2020-21 and is funded from the reserves brought forward from that year.
- b. To review the budget monitoring report for 2022-23 and make any recommendations to full council.
The report was reviewed and the underspend on the jubilee events was noted.

027/FG/2122. Grants

- a. To review any new grant application be considered by full council on 16th June 2022
The application from The Valley Ridge Bowling Club was reviewed and the validity, powers and budget availability were confirmed. It was resolved to recommend that if approved, the KPC should be added to the polo shirts and KPC should purchase a banner advertising their support.

- b. To note the receipts and evaluation report from The Commemorative Group and confirm completion of the grant
It was resolved to confirm completion of the grant.

028/FG/2223. 2021-22 Annual Governance and Accountability Return and Internal Audit

- a. To consider section 1 – The Annual Governance Statements and recommend a response to full council
It was resolved to recommend to full council that they approve agreement to all the governance statements.
- b. To review Section 2 – Accounting Statements and make recommendation to full council.
It was resolved to recommend to full council that they approve the Accounting Statements.
- c. To review the Annual Internal Audit Report and make recommendation to full council
It was resolved to recommend to full council that the auditor is advised that the Parish Council holds petty cash and ask that it is included in future audits.
- d. To review the bank reconciliation and explanation of variances and make recommendation to full council
It was resolved to recommend to full council to approve the bank reconciliation and explanation of variances
- e. To consider the dates for the period for the exercise of public rights and make recommendation to full council
It was resolved to recommend to full council to confirm the dates for the exercise of public rights as Friday 17th June to Thursday 28th July.

029/FG/2223. Next Meeting

- a. To notify the Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting
- **Review the grants policy for multiple applications**
- b. To recommend the date of next meeting of the Finance and Corporate Governance Committee as Monday 11th July at 7pm
It was resolved to confirm the date of the next meeting of the Finance and Corporate Governance Committee as Monday 11th July at 7pm

Signed: _____ Date: _____