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

Approved at the Finance and Corporate Governance Committee meeting held on Monday 15th August 2022

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

030/FG2223. Apologies

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

031/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

032/FG/2223. Meeting of Finance and Corporate Governance Committee held 6th June 2022

- a. To approve the minutes of the meeting of Finance and Corporate Governance Committee held 6th June 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 6th June 2022 as a true and accurate record of that meeting.

033/FG/2223. Finance and Corporate Governance Administration

- a. To receive an update on the setting up of the Unity Bank account
Councillors Eyre, Foley, Bate and Simpson are now able to access the account online. Clerk to check if Councillors Almond and McEwan have logged on yet.
- b. To receive an update on the opening of the savings account
The application for the Redwood Account has been sent and the application for the United Trust Account needs to be signed and ID provided by the nominated users.

034/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 July 2022
It was resolved to recommend the following accounts for payment to full council.

First Aid Kit	46.14
Gazebo	60.00
Ink service	5.00
Mileage to bank	8.10

Caretaker Mileage	27.45
Microsoft 365	59.99
Ink service	5.47
Hall Hire - FC meeting	25.00
Internal Audit	275.00

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

Salaries July	1,741.66
Pensions July	110.12

- c. To review the payments raised between meetings and approve their accuracy
It was resolved to confirm the accuracy of the cheques raised between meetings:

Beacon refreshments - replaced cheque 101778	370.00
Hi Viz Jackets	69.60
YLCA Powers Webinar	25.00

- d. To confirm that all payments have been set up correctly
It was resolved that members would check these before the full council meeting.
- e. To confirm that the cheque counterfoils have been initialled by signatories.
Councillor Eyre completed the ones previously missed and it was resolved to confirm that all counterfoils were now 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 payments received report:

Magazine advertising	110.00
Jubilee Stall income	120.00
Other Jubilee income	85.35
VAT reclaim	7,476.81
Interest	0.89
Jubilee donation	500.00

- i. To review the powers for spending decisions report and make any recommendations to full council
The report was noted and no further actions required
- j. To review and confirm the accuracy of the caretaker's petty cash transactions
The following petty cash transaction was noted:

Strimmer Wire	15.95
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- k. To review the Community Infrastructure Levy (CIL) Report for and agree any actions
The report was noted and no further actions required

035/FG/2223. Budgets

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

The report was review and **it was resolved** to recommend to full council to increase the budget for uniforms for the purchase of the hi-viz jackets.

036/FG/2122. Grants

- a. To review any new grant application be considered by full council on 21st July 2022

The application from the Kippax Athletic Junior Football Club and the powers and budget availability were confirmed, but it was noted that the club were using, and marking out pitches on Kippax Common without permission.

The application from the Kippax Welfare Juniors and the powers and budget availability were confirmed, but it was noted it is unclear if they are part of the Kippax Welfare Sport & Social Club, who have an outstanding grant, or if they are run independently with their own bank account.

- b. To consider the proposed changes to the Grants Policy and make recommendation to full council

If was resolved to recommend to full council to approve the proposed changes to the Grants Policy, to allow applications from more than one independently run group of an overarching organisation, that have a separate bank account, within a financial year.

037/CM/2223. Environmental Impact

- a. To consider the environmental impact of the work of the Committee and agree any actions

No actions required.

038/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 8th August at 7pm

It was resolved to recommend to full council to change the date of the next meeting of the Finance and Corporate Governance Committee to Monday 15th August at 7pm

Signed: _____ Date: _____