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Minutes of the meeting of the Finance and Corporate Governance Committee held Monday 5th September 2022 at 7pm in the Valley Ridge Community Centre

To be approved at the Finance and Corporate Governance Committee meeting to be held on Monday 3rd October 2022

Present: Councillor H. Foley, Councillor J. Bate, Councillor M. Biscomb, Councillor M. Eyre,

047/FG2223. Apologies

- a. To note apologies received and approve any reasons for absence
Apologies were received from D. Meir (Clerk). It was resolved to approve the reason for absence.

048/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

049/FG/2223. Meeting of Finance and Corporate Governance Committee held 15th August 2022

- a. To approve the minutes of the meeting of Finance and Corporate Governance Committee held 15th August 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 15th August 2022 as a true and accurate record of that meeting

050/FG/2223. Finance and Corporate Governance Administration

- a. To receive an update on the opening of the Unity Trust reserve account
The opening of the account was proceeding
- b. To consider an alternative savings account and make recommendation to full council.
It was resolved to recommend to full council that an account is opened with The Cambridge Building Society as it allows internet banking.

051/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 15th September 2022
It was resolved to recommend payments as attached list to full council:

External audit	480.00
Xmas Tree	684.00
Mileage to choose tree	16.65
Caretaker Mileage	15.75

Document box	38.99
Filing cabinet	354.99
Clerks Ink service	2.80
Printing paper	4.00
Methodist Hall Hire -Sept 22	25.00
Petty Cash top-up	58.11
Qtr 2 Payroll Costs	72.54

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

Salaries September	2,237.12
Pensions September	150.70

- c. To review the P32 and confirm the Councils HMRC liability
It was resolved to approve the accuracy of the P32 and confirm the Councils HMRC liability for quarter 2 as £991.27.
- d. To review the payments raised between meetings and approve their accuracy
It was resolved to confirm the accuracy of the cheques raised between meetings:

Refund calendar sponsorship	20.00
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- e. To confirm that all payments have been set up correctly
It was resolved that members would check these before the full council meeting.
- 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 although no bank statement from HSBC was available and this should be checked prior to the next full council meeting
- 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:

Xmas stalls	200.00
Calendar sponsors	40.00
Interest - Redwood Account	39.12
Interest - HSBC Account	0.89

- 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
It was resolved to confirm the accuracy of the petty cash transactions:

Jerry Can	21.73
Petrol	9.18
Patio Brush	27.20

- It was noted that the float will be topped back up to £100.**
- k. To review the Community Infrastructure Levy (CIL) Report for and agree any actions
The report was noted and no further actions required.

052/FG/2223. **Budgets**

- a. To review the budget monitoring report and make any recommendations to full council.
The report was reviewed and no further actions required.

053/FG/2122. Grants

- a. To review any new grant application be considered by full council on 15th September 2022
None

054/FG/2122. 2021-22 Annual Governance and Accountability Return

- a. To consider the Annual External Audit Report and make recommendation to full council
The Annual External Audit Report was considered and recommendation were made that full council chase up the internal auditors reply regarding the cash sheet

055/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 10th October at 7pm
It was resolved to confirm the date of the next meeting of the Finance and Corporate Governance Committee as Monday 10th October at 7pm

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