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Minutes of the meeting of the Finance and Corporate Governance Committee held Monday 9th December at 8pm in the Valley Ridge Community Centre

**Approved at the Finance and Corporate Governance Committee meeting held on Monday 6th February 2023**

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

**080/FG/2223. 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 reason for absence.**

**081/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**

**082/FG/2223. Meeting of Finance and Corporate Governance Committee held 5th December 2022**

- a. To approve the minutes of the meeting of Finance and Corporate Governance Committee held 5<sup>th</sup> December 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 5<sup>th</sup> December 2022 as a true and accurate record of that meeting**

**083/FG/2223. Finance and Corporate Governance Administration**

- a. To receive an update on the transfer of the direct debit payment to NEST and the closing of the HSBC Current account.  
**Clerk to check if the January payment has been transferred to the Unity account and to arrange for the HSBC account to be closed if it has. If it hasn't, Clerk to chase the transfer with Autela.**
- b. To receive an update on the application for the Unity Corporate MultiPay card  
**The card has now been received and is ready to use.**
- c. To receive an update on the change in the Unity Current Account signatories  
**All six signatories are now set up on online banking.**

**084/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 19th January 2023

**It was resolved** to recommend the following accounts for payments to full council:

Autela payroll services	75.60
Information Commissioner annual fee	40.00
First Aid Training	715.00
Clerk's expenses	9.60
Caretaker mileage	11.70
Food for pantry	710.65
Top-up for pantry phones	10.00
Whistles for event stewards	13.99
Flagpole annual inspection	594.00

- b. To review the wage slips and pension record for January and confirm their accuracy

**It was resolved** to confirm the accuracy of the following salaries and pensions payments:

Salaries	1,700.50
Pension	119.02

- c. To review the payments raised between meetings and approve their accuracy

**It was resolved** to approve the accuracy of the following payments made between meetings:

Planning application fee	149.20
Fridge and freezer for pantry	627.98

- d. To confirm that all payments have been set up correctly

**It was resolved** to confirm that all payments have been set up correctly.

- e. To review the cashbook and resolve to approve its accuracy

**It was resolved** to approve the accuracy of the cashbook

- f. 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.

- g. To receive an update on receipts and consider further action where necessary

**An update on receipts was received as per the payments received report:**

Container Rental	100.00
Interest	423.94
Xmas stall hire	20.00
Calendar sales	393.00
DBS cost reimbursement	16.80
Community Pantry donations	1,463.91

- h. To review the powers for spending decisions report and make any recommendations to full council

**The report was noted and no further actions required**

- i. To review and confirm the accuracy of the caretaker's petty cash transactions

**It was resolved** to confirm the accuracy of the following petty cash transaction:

Petrol	8.00
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- j. To review the Community Infrastructure Levy (CIL) Report and agree any actions  
**The report was noted and no further actions required.**

**085/FG/2223. Budgets**

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

**The report was reviewed and it was resolved to add the Community Pantry donations to the community pantry expenditure budget**

**086/FG/2223. Grants**

- a. To review any new grant application to be considered by full council on 19th January 2023

**None**

- b. To review the receipts and evaluation report from Kippax in Bloom and confirm completion of the grant

**The receipts and evaluation report from Kippax in Bloom were reviewed and it was resolved that the £600 invoice for the tree felling does not comply with the terms of the grant so alternative receipts will be requested.**

- c. To review the receipts and evaluation report from KAOS and confirm completion of the grant

**The receipts and evaluation report from KAOS were reviewed and it was resolved to confirm completion of the grant.**

**087/FG/2223. Next Meeting**

- a. To notify the Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting

- **To confirm the process for food purchases for the community pantry**

- b. To confirm the date of next meeting of the Finance and Corporate Governance Committee as Monday 6<sup>th</sup> February at 8pm

**It was resolved to confirm the date of the next meeting of the Finance and Corporate Governance Committee as Monday 6<sup>th</sup> February at 8pm.**

Signed: *H Foley*

**Date:** 6<sup>th</sup> February 2023