



[www.kippax-pc.gov.uk](http://www.kippax-pc.gov.uk)

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

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

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

**088/FG/2223. Apologies**

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

**089/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

**090/FG/2223. Meeting of Finance and Corporate Governance Committee held 9<sup>th</sup> January 2023**

- a. To approve the minutes of the meeting of Finance and Corporate Governance Committee held 9<sup>th</sup> January 2023 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 9<sup>th</sup> January 2023 as a true and accurate record of that meeting

**091/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.  
Autela have advised that the transfer of the NEST payment will be made in February
- b. To confirm the process for food purchases for the Community Pantry  
**It was resolved** that the clerk will set up a new Tesco Account for the Parish Council and will work with Councillor Biscomb to set up the purchases.

**092/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 February 2023  
**It was resolved** to recommend the following accounts for payments to full council:

- b. To review the wage slips and pension record for February and confirm their accuracy  
To defer to full council as the information is not yet available
- 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:

Pantry expenses	974.67
Flag	21.05
Cllr Eyre expenses	23.20

- d. To confirm that all payments have been set up correctly  
Councillor Eyre and Councillor Foley will check the payments after the salary payments have been set up.
- 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 and recommend to full count to transfer £20,000 from the Unity reserve account to the Unity current account.
- 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:

VAT refund	1,469.03
Interest	186.57
Community Pantry donations	230.44

Clerk to enquire with the bank what the credit of £229.65 received on 2<sup>nd</sup> February relates to.

- 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  
No new transactions reported.
- j. To review the Community Infrastructure Levy (CIL) Report and agree any actions  
The report was noted and no further actions required.

#### **093/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 recommend to full council to transfer £9,800 of the Community Garden behind Globe budget to the salaries budget and £200 to the bank charges budget.

#### **094/FG/2223. Grants**

- a. To review any new grant application to be considered by full council on 16th February 2023  
None received

- b. To review the alternative receipts from Kippax in Bloom and confirm completion of the grant  
**No alternative receipts received yet. Clerk to chase.**

**095/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 confirm the date of next meeting of the Finance and Corporate Governance Committee as Monday 6<sup>th</sup> March 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> March at 8pm.**

**Signed:**

*H Foley*

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