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

To be approved at the Finance and Corporate Governance Committee meeting to be held on Monday 17th April 2023

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

096/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.

097/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

098/FG/2223. Meeting of Finance and Corporate Governance Committee held 6th February 2023

- a. To approve the minutes of the meeting of Finance and Corporate Governance Committee held 6th February 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 6th February 2023 as a true and accurate record of that meeting

099/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.
The NEST direct debit came out of the HSBC account in February but should be transferred in March.
- b. To review the transaction and monthly limit on the Multipay card and make recommendation to full council.
It was resolved to recommend to full council to increase the monthly limit from £1,000 to £2,000

100/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 March 2023
It was resolved to recommend the following accounts for payments to full council:

| | |
|-------------------|------|
| Caretaker mileage | 9.60 |
| Clerk's expenses | 6.37 |

| | |
|------------------------------------|-------|
| YLCA – monitoring officer training | 25.00 |
|------------------------------------|-------|

- b. To review the wage slips and pension record for March and confirm their accuracy
It was resolved to confirm the accuracy of the following salary and pension payments:

| | |
|----------|----------|
| Salaries | 1,766.28 |
| pensions | 127.22 |

- c. To review the P32 and confirm the Councils PAYE payment to HMRC.
It was resolved to confirm the accuracy of the PAYE payment to HMRC as £1,069.05.
- d. 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:

| | |
|----------------------------|----------|
| Bank charges | 8.00 |
| Gazebos | 1,392.99 |
| Village services purchases | 47.64 |
| Pantry expenses | 1,757.29 |
| Market funding | 500.00 |
| Flag | 41.65 |

- e. To confirm that all payments have been set up correctly
It was resolved that Councillor Foley and Councillor Eyre will reject the HMRC payment with the incorrect reference and Clerk will set up a correct one. The revised payment schedule will be presented to full council to confirm its accuracy.
- 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 and consider further action where necessary
An update on receipts was received as per the payments received report:

| | |
|----------------------------|--------|
| Unspent grant repaid | 229.65 |
| Interest | 175.02 |
| Community Pantry donations | 149.96 |
| Calendar sales | 240.00 |
| Market funding | 500.00 |

Clerk to provide the cash banked spreadsheet to the Committee going forward

- i. To review the powers for spending decisions report and make any recommendations to full council
It was noted that the section 137 expenditure was increasing due to the pantry expenditure, but it is still significantly below the limit.
- j. To review and confirm the accuracy of the caretaker's petty cash transactions
No new transactions reported. Clerk to confirm with the Village Services Committee Chairman and report any transactions to full council.
- k. To review the Community Infrastructure Levy (CIL) Report and agree any actions
No changes to the report.

- l. To review and confirm the accuracy of the VAT reclaim to be submitted to HMRC
It was resolved to confirm the accuracy of the VAT reclaim to be submitted to HMRC.
- m. To review and confirm the accuracy of the Multipay transactions
It was resolved to approve the accuracy of the following Multipay transactions:

| | |
|--|---------|
| Multipay fees | 6.00 |
| Purchase of stall hooks | 67.34 |
| Payments received from Unity current account | (73.34) |

- n. To review and approve the accuracy of the Multipay reconciliation to the statements
It was resolved to approve the accuracy of the reconciliation

101/FG/2223. Budgets

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

102/FG/2223. Grants

- a. To review any new grant application to be considered by full council on 16th March 2023.
None
- b. To review the alternative receipts from Kippax in Bloom and confirm completion of the grant.
To defer to the next meeting while Councillor Bate will look for alternative receipts.

103/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 3rd April at 8pm
It was resolved to confirm the date of the next meeting of the Finance and Corporate Governance Committee as Monday 17th April at 7pm.