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Minutes of the meeting of the Finance and Corporate Governance Committee held Monday 17th April at 7pm in the Valley Ridge Community Centre

Approved at the Finance and Corporate Governance Committee meeting held on Monday 5th June 2023

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

104/FG/2223. Apologies

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

105/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

106/FG/2223. Meeting of Finance and Corporate Governance Committee held 6th March 2023

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

107/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 direct debit has been transferred and the HSBC current account is now closed, with the balance transferred to the Unity Trust current account.
- b. To receive an update on the increase in the monthly limit on the Multipay card.
The monthly spend limit has now been increased to £2,000

108/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 20th April 2023
It was resolved to recommend the following accounts for payments to full council:

Caretakers Mileage	16.20
Stall hire for Xmas Lights	1,218.30
YLCA Annual Membership fee	1,184.00
Kippax Band Grant for 2023-24	6,000.00

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

Salaries	1,959.84
pensions	129.96

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

Bank charges	8.00
Payment of Multipay card balance	149.66
Transfer of HSBC balance to Unity Account	19,828.51
Community Pantry expenses	1,493.33
Councillor Eyre expenses	39.10
Container hinge repair	125.00
Bench repair	210.00
Methodist Church Hall hire – Annual Village Meeting	40.00
Clerk's expenses	5.45
Machinery servicing	206.54

- d. To confirm that all payments have been set up correctly
It was resolved that committee members would check these before the full council meeting.
- 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:

Interest	175.02
Community Pantry donations	563.67
Precept	117,741.00
Transfer of HSBC balance to Unity Account	19,828.51

- h. To make recommendation to full council to transfer £60,000 to the HSBC Business Money Manager Account
It was resolved to recommendation to full council to transfer £60,000 to the HSBC Business Money Manager Account
- i. To make recommendation to full council to transfer £60,000 to the Unity Trust Reserve Account
It was resolved to recommendation to full council to transfer £60,000 to the Unity Trust Reserve Account
- j. To review and confirm the accuracy of the cash received records
It was resolved to confirm the accuracy of the cash received records
- k. To review the powers for spending decisions report and make any recommendations to full council
The report was reviewed no recommendations were made.

- l. To review and confirm the accuracy of the caretaker's petty cash transactions
No new petty cash transactions were reported.
- m. To review and recommend to full council to approve the Community Infrastructure Levy (CIL) Report for 2022/23
It was resolved to recommend to full council to approve the Community Infrastructure Levy (CIL) Report for 2022/23

- n. 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
Community Pantry stock purchases	980.06
Strimmer head	11.42
Payments received from Unity current account	(149.66)

- o. To review and approve the accuracy of the Multipay reconciliation to the statements
It was resolved to approve the accuracy of the reconciliation
- p. To review and confirm the accuracy of the commitments to carry forward to the new financial year
The full report had not been provided so this will be circulated by the clerk.

109/FG/2223. Budgets

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

110/FG/2223. Grants

- a. To review the alternative receipts from Kippax in Bloom and confirm completion of the grant
A cheque has been provided to repay the grant spent to the cutting down of the tree. It was resolved to confirm completion of the grant.
- b. To review the receipts from the growing zone and recommend to full council to approve payment of this years grant
It was resolved to confirm the receipts received and recommend to full council to approve payment of this year's grant
- c. To review any new grant application to be considered by full council on 20th April 2023
The applications from Kippax in Bloom and Valley Ridge Bowling Club were reviewed and it was resolved to confirm to full council that they meet the grants policy criteria, the council have powers to provide the grants and funding is available.
The application from Kippax Leisure Centre was reviewed and some information was missing. Councillor Eyre will go back to the applicant.

111/FG/2223. Annual reviews

- a. To review the Financial Risk Assessment and make recommendations to full council
It was resolved to recommend to full council to approve the Financial Risk Assessment
- b. To check the Asset Register is up to date and accurate and that relevant programmes of inspections and maintenance have been carried out

It was resolved to confirm that the Asset Register is accurate and relevant inspections and maintenance have been completed but it was noted that the Cenotaph Flagpole needs to be added to the next annual flagpole inspection.

- c. To review the insurance provision and relevant documentation and make recommendations to full council
It was resolved to recommend to full council to approve the insurance renewal
- d. To review the Financial Regulations and make recommendation to full council
It was resolved to recommend to full council to approve the Financial Regulations.
- e. To review the expenses policy and make recommendation to full council
It was resolved to recommend to full council to approve the expenses policy.
- f. To review and recommend to full council to approve the Investment Strategy
It was resolved to recommend to full council to approve the Investment Strategy.

112/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 consider a date for the next meeting of the Finance and Corporate Governance Committee and make recommendation to full council.
It was resolved to recommend to full council not to hold a meeting in May and to incorporate the financial controls in the full council meeting.

Signed: *H Foley*

Date: 5th June 2023