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Minutes of the meeting of the Finance and Corporate Governance Committee held Monday 10th July at 7pm in the Valley Ridge Community Centre

**Approved at the Finance and Corporate Governance Committee meeting held on Monday 7<sup>th</sup> August 2023**

**Present:** Councillor H. Foley, Councillor S. Marshall, Councillor D. Martin, Councillor G. Hardwick and D. Meir (Clerk)

**010/FG/2324. Apologies**

- a. To note apologies received and approve any reasons for absence

Apologies were received from Councillor M. Eyre and **it was resolved** to approve the reason for absence.

**011/FG/2324. 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

**012/FG/2324. Meeting Minutes**

- a. To approve the minutes of the meeting of Finance and Corporate Governance Committee held 5<sup>th</sup> June 2023 as a true and accurate record of that meeting

- b. **It was resolved** to approve the minutes of the meeting of Finance and Corporate Governance Committee held 5<sup>th</sup> June 2023 as a true and accurate record of that meeting

**013/FG/2324. Finance and Corporate Governance Administration**

- a. To receive an update on the amendments to the bank signatories

The mandate form has been submitted.

**014/FG/2324. 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 20<sup>th</sup> July 2023

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

DBS check	16.80
Christmas motif installations	1,608.00
Caretaker's mileage	15.75
Defibrillator	1,487.94
Transfer from Unity reserve account to current account	5,000.00

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

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

Salaries	2,098.59
Pension	133.60

- 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:

Multipay card balance payment	1,503.82
Caretaker's tools servicing	447.33
Fingerpost sign installation	170.00
Filing cabinet locking bar	120.00
Bank charges	28.50
Kippax Common project consultancy	928.80
Scarecrow workshop materials	14.00
Community Pantry expenses	309.73
Councillor Eyre expenses	25.70
Paint and materials	43.80
Gala cable ties	11.50
Bike ride goody bags	66.65
Clerk's expenses	4.59

- d. To confirm that all payments have been set up correctly  
**It was resolved** to confirm that the 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:

Interest	570.61
Community Pantry donations	352.21
Gala income	385.00
Donation for PA Loan	30.00
Coronation flag reimbursement	15.00
Persimmon – Green space funding	2,500.00
Cultural Trail funding	200.00

- h. To review and confirm the accuracy of the cash received records  
**It was resolved** to confirm the accuracy of the cash received records
- 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	6.99
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- j. To review and confirm the accuracy of the Multipay transactions  
**It was resolved** to approve the accuracy of the following Multipay transactions:

Printing paper	22.99
Community Pantry stock purchases	953.15
Strimmer head	14.90
Laminate pouches	11.09
Microsoft 365 subscription	59.99

- k. To review and approve the accuracy of the Multipay reconciliation to the statements  
**It was resolved to approve the accuracy of the reconciliation**
- l. To review and confirm the accuracy of the commitments to carry forward to 2023-24  
**It was resolved to confirm the accuracy of the commitments to carry forward to 2023-24**
- m. To review and confirm the accuracy of the Community Infrastructure Levy (CIL) Report  
**It was resolved to confirm the accuracy of the Community Infrastructure Levy (CIL) Report.**

**015/FG/2324. Budgets**

- a. To review the salary budget and make recommendation to full council  
**It was resolved to review again and make recommendation after the annual pay award has been settled.**
- b. To review the budget monitoring report and make any recommendations to full council.  
**No recommendations to be made.**

**016/FG/2324. Grants**

- a. To review any new grant application to be considered by full council on 20th July 2023  
**The application submitted by Brighsaw East SILC was reviewed and it was resolved to advise full council about issues identified relating to compliance with the Grants Policy.**
- b. To review the receipts and evaluation report from Valley Ridge Bowling Club and confirm completion of the grant.  
**It was resolved to confirm completion of the Valley Ridge Bowling Club Grant**
- c. To review the receipt from Kippax Band and recommend full council to approve payment of the 2024-25 grant in April 2024  
**It was resolved to recommend to full council to approve payment of the 2024-25 grant in April 2024.**
- d. To review the grant monitoring report and agree any actions  
**The report was reviewed and it was noted that the clerk is chasing for the outstanding monitoring information.**

**017/FG/2324. 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 for the next meeting of the Finance and Corporate Governance Committee as Monday 7<sup>th</sup> August at 6pm.  
**It was resolved to confirm the date for the next meeting of the Finance and Corporate Governance Committee as Monday 7<sup>th</sup> August at 6pm.**

Signed: *M Eyre*

Date: 7<sup>th</sup> August 2023