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Minutes of the meeting of the Finance and Corporate Governance Committee held Monday 7th August at 6pm in the Valley Ridge Community Centre

Approved at the Finance and Corporate Governance Committee meeting held on Monday 11th September 2023

Present: Councillor M. Eyre, Councillor S. Marshall, Councillor G. Hardwick and D. Meir (Clerk)

018/FG/2324. Apologies

- a. To note apologies received
Apologies were received from Councillor H. Foley and Councillor D. Martin.
- b. To approve any reasons for absence
It was resolved to approve the reasons for absence.

019/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

020/FG/2324. Meeting Minutes

- a. To approve the minutes of the meeting of Finance and Corporate Governance Committee held 10th July 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 10th July 2023 as a true and accurate record of that meeting

021/FG/2324. Finance and Corporate Governance Administration

- a. To receive an update on the amendments to the bank signatories
It was reported that Councillor D. Martin has not received his letter to set up his online banking and Councillor S. Marshall has been unable to activate his. Councillor S. Marshall has requested a new login code and clerk to request that a new letter is sent to Councillor D. Martin. **It was resolved** to recommend to full council to approve adding Councillor Parker as an additional signatory.

022/FG/2324. Internal Controls

- a. 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	£1,065.15
Skateboard sessions	£400.00

Chairman's tie	£12.60
Clerk's laptop	£629.99
Put up Yorkshire flags	60.00
Cllr Eyres expenses	23.00
Paint and materials	90.63

It was resolved to approve Councillor S. Marshall to check and approve the bank payment to Councillor Eyre under Councillor Eyre's log-in as no other signatories are available to authorise it.

- b. To review the accounts for payment and resolve to recommend payment for the accounts for payment at the full council meeting on 17th August 2023.

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

DBS check	16.80
Clerk's expenses	11.15
Caretaker's mileage	17.10
Christmas Tree	684.00
Gala Breeze hire and activity tents	2,934.00
Website and email hosting	705.60
Defibrillator pads	270.90
Transfer from Unity reserve account to current account	6,000.00

- c. To review the wage slips and pension record for August and confirm their accuracy

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

Salaries	1,932.51
Pension	126.58

- 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	323.88
Community Pantry donations	150.98
VAT reclaim	3,046.78
Christmas stall hire	25.00
Andy's Man Club funding from LCC	690.00

- h. To review and confirm the accuracy of the cash received records

It was resolved to confirm the accuracy of the cash received records. It was noted that the cash can't currently be banked because Unity Bank are changing the way cash is banked and the new system will not be in place until the end of August.

- 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	6.01
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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:

Community Pantry stock purchases	411.92
Strimmer wire	39.90
Mower part	18.24
Multipay card monthly fee	3.00

- 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 Community Infrastructure Levy (CIL) Report
It was resolved to confirm the accuracy of the Community Infrastructure Levy (CIL) Report.

023/FG/2324. Budgets

- a. To review the budget monitoring report and make any recommendations to full council.
No recommendations to be made.

024/FG/2324. Grants

- a. To review any new grant application to be considered by full council on 17th August 2023
None
- b. To review the receipts and evaluation report from Kippax Athletic Junior Football Club and confirm completion of the grant
The receipts were reviewed and it was resolved to ask them if they can provide receipts for the remaining £8.60
- c. To review the grant monitoring report and agree any actions
It was noted that Brigshaw Trust have provided the evaluation form but not the receipts. Clerk to chase again.

025/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 11th September at 7pm.
It was resolved to confirm the date for the next meeting of the Finance and Corporate Governance Committee as Monday 11th September at 7pm.

Signed: *H Foley*

Date: 11th September 2023