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Minutes of the meeting of the Finance and Corporate Governance Committee held Monday 11th September at 7pm in the Valley Ridge Community Centre

To be approved at the Finance and Corporate Governance Committee meeting to be held on Monday 9th October 2023

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

026/FG/2324. Apologies

- a. To note apologies received
Apologies were received from Councillor M. Eyre and Councillor G. Hardwick
- b. To approve any reasons for absence
It was resolved to approve the reasons for absence

027/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

028/FG/2324. Meeting Minutes

- a. To approve the minutes of the meeting of Finance and Corporate Governance Committee held 7th August 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 7th August 2023 as a true and accurate record of that meeting

029/FG/2324. Finance and Corporate Governance Administration

- a. To receive an update on the amendments to the bank signatories
Councillor Martin and Councillor Marshall are now set up on online banking and the process for approving payments was explained to them. The application form to add Councillor Parker has been completed and signed at the meeting ready for submission by the clerk.

030/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	£473.06
Volunteer thank you gift	£17.65
Caretaker's uniform costs	£47.00

- b. To review the accounts for payment and resolve to recommend payment for the accounts for payment at the full council meeting on 21st September 2023
It was resolved to recommend the following accounts for payments to full council:

External audit fee	504.00
Clerk's expenses	15.22
Caretaker's mileage	17.55
Transfer from Unity reserve account to current account	5,000.00
Transfer from Redwood account to current account	5,000.00

- c. To review the wage slips, pension record for September and confirm their accuracy
It was resolved to confirm the accuracy of the following payments:

Salaries	1,932.31
Pension	126..58

- d. To review the P32 and confirm the council's HMRC liability
It was resolved to confirm the accuracy of the councils HMRC liability as £1.471.74
- e. To confirm that all payments have been set up correctly
It was resolved to confirm that all payments have been set up correctly
- 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:

Interest	340.35
Finger post funding from LCC	2,576.00
Transfer to current account from reserve account	6,000.00

- i. To review and confirm the accuracy of the cash received records
No cash received
- j. 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 transactions:

Brush	5.50
Garden edger	6.00
Petrol	7.70

- k. To review and confirm the accuracy of the Multipay transactions
It was resolved to approve the accuracy of the following Multipay transactions:

Gazebo sand bags	24.95
Disability Pride Flag	37.32
Pride Flags	29.70
Trolley	69.98
Multipay card monthly fee	3.00

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

- 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

031/FG/2324. Budgets

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

032/FG/2324. Grants

- a. To review any new grant application to be considered by full council on 21st September 2023
None received
- b. To receive an update on the request for additional receipts from Kippax Athletic Junior Football Club and agree any actions
The additional receipts have not yet been provided.
- c. To receive an update on the request for receipts from Brigshaw Trust and agree any actions
An extract from the budget report has been received. Clerk to request receipt/confirmation email to support the transactions shown.
- d. To review the grant monitoring report and agree any actions
Clerk to chase the monitoring information from Kippax North Connections. It was noted that Kippax Leisure Centre did not return the signed grant acceptance letter and they have been informed that a new application would be required.

033/FG/2324. Annual Governance and Accountability Return 2022-23

- a. To review the external audit report and make any recommendations to full council
It was noted that no matters were raised in the external audit report so no recommendations were made.

034/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 9th October at 7pm.
It was resolved to confirm the date for the next meeting of the Finance and Corporate Governance Committee as Monday 9th October at 7pm.