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Minutes of the meeting of the Finance and Corporate Governance Committee held Monday 8th January at 7.30pm in the Valley Ridge Community Centre

Approved at the Finance and Corporate Governance Committee meeting held on Monday 5th February 2024

Present: Councillor H. Foley, Councillor G. Pearson, Councillor D. Martin and D. Meir (Clerk)

061/FG/2324. Apologies

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

062/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

063/FG/2324. Meeting Minutes

- a. To approve the minutes of the meeting of Finance and Corporate Governance Committee held 11th December 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 11th December 2023 as a true and accurate record of that meeting.

064/FG/2324. Finance and Corporate Governance Administration

- a. To receive an update on the request to increase the limit on the Multipay card
The request has been submitted and acknowledged and is awaiting processing.

065/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 18th January 2024
It was resolved to recommend the following accounts for payments to full council:

Payroll services Quarter 3	85.36
Clerk's expenses	10.53
Caretaker mileage	9.90

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

Salaries	1,925.14
Pension	144.18

- c. To review the P32 PAYE costs for quarter 3 and confirm their accuracy
It was resolved to confirm the accuracy of the P32 PAYE costs of £1,994.53
- d. To review the payments raised between meetings and approve their accuracy
It was resolved to approve the accuracy of the following payments raised between meetings:

Multipay card balance payment	1197.91
Bank charges	34.20
Cllr Eyres expenses	105.80
Community Pantry expenses	228.60

- 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 confirm the accuracy of the bank reconciliation. The Clerk will transfer £2,000 from the Cambridge Account to the Unity Current Account under delegated powers.
- h. To receive an update on receipts and consider further action where necessary
The following update on receipts was received:

Interest	2,295.42
Community Pantry donations	337.83
Community Pantry grants	2,170.80
Calendar sales	3.00
Transfers from reserves to current account	30,000.00

- i. To review and confirm the accuracy of the cash received records
None
- j. To review and confirm the accuracy of the caretaker's petty cash transactions
It was resolved to approve the accuracy of the following petty cash transaction:

Padlock key	5.00
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- k. To review and confirm the accuracy of the Multipay transactions
It was resolved to approve the accuracy of the following Multipay transactions:

Community Pantry purchases	1,262.27
Monthly fee	3.00

The Clerk will look into setting up a Tesco corporate account.

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

066/FG/2324. Budgets

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

067/FG/2324. Grants

- a. To review any new grant application to be considered by full council on 18th January 2024
None
- b. To review the grant monitoring report and agree any actions
No actions required.

068/FG/2324. Next Meeting

- a. To notify the Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting
- **Internal Audit quotes**
- b. To confirm the date for the next meeting of the Finance and Corporate Governance Committee as Monday 5th February at 6pm.
It was resolved to confirm the date for the next meeting of the Finance and Corporate Governance Committee as Monday 5th February at 6pm.

Signed: *G Pearson*

Date: 5th January 2024