



Minutes of the meeting of the Finance and Corporate Governance Committee held Monday 5th February at 6pm in the Valley Ridge Community Centre

Approved at the Finance and Corporate Governance Committee meeting held on Monday 11th March 2024

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

069/FG/2324. Apologies

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

070/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

071/FG/2324. Meeting Minutes

- a. To approve the minutes of the meeting of Finance and Corporate Governance Committee held 8th January 2024 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 8th January 2024 as a true and accurate record of that meeting.

072/FG/2324. Finance and Corporate Governance Administration

- a. To receive an update on the request to increase the limit on the Multipay card.
The credit limit has now been increased.
- b. To receive an update on the request to transfer funds from the HSBC Money Manager account.
HSBC has confirmed that the request to action the transfer is pending on their system, but they could not confirm when the signatories would be contacted to process it. It was resolved that the Clerk would ask the signatories to call HSBC to ask them to progress the transfer.
- c. To receive information on a Tesco corporate account and agree any actions.
Tesco do not offer a corporate account; they only offer corporate gift cards.

073/FG/2324. Internal Controls

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

Multipay card balance payment	1,265.27
Community pantry expenses	679.35
Cllr Eyre's expenses	119.34
Clerk's expenses	4.03
Kippax Woman's Institute grant	532.29

- b. To review the accounts for payment and resolve to recommend payment for the accounts for payment at the full council meeting on 15th February 2024
It was resolved to recommend the following accounts for payments to full council:

Room Hire for Pantry 20 th Jan to 10 Feb	120.00
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- c. To review the wage slips and pension record for February and confirm their accuracy.
It was resolved to approve the accuracy of the following wage slips and pension record:

Salaries	1,839.49
Pension	133.78

- d. To confirm that all payments have been set up correctly.
It was resolved to confirm that all 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 confirm the accuracy of the bank reconciliation.
- g. To receive an update on receipts and consider further action where necessary.
The following update on receipts was received:

Interest	357.33
U3A container rental	100.00
Community Pantry donations	728.05
LCC Christmas Lights grant	3,000.00
LCC War Memorial cleaning grant	3,070.96
Calendar sales	268.00
VAT reclaim	2,318.62

- h. To review and confirm the accuracy of the caretaker's petty cash transactions.
No new transactions reported.
- i. 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	1,726.77
Laptop disposal	90.00
ICO annual fee	40.00
Monthly fee	3.00

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

- k. 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

074/FG/2324. Budgets

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

075/FG/2324. Grants

- a. To review any new grant application to be considered by full council on 15th February 2024
None
- b. To review the grant monitoring report and agree any actions.
The receipts and evaluation for the KAOS grant will be considered at the next meeting.

076/FG/2324. Internal Audit

- a. To consider the quotes and make recommendation to full council.
It was resolved to recommend to full council to approve the appointment of Julie Winham as the internal auditor.

077/FG/2324. Next Meeting

- a. To notify the Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting
- **Accounting System**
- b. To confirm the date for the next meeting of the Finance and Corporate Governance Committee as Monday 11th March at 7pm.
It was resolved to confirm the date for the next meeting of the Finance and Corporate Governance Committee as Monday 11th March at 7pm.

Signed: *G Pearson*

Date: 11th March 2024