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

To be approved at the Finance and Corporate Governance Committee meeting to be held on Monday 8th April 2024

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

078/FG/2324. Apologies

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

079/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

080/FG/2324. Meeting Minutes

- a. To approve the minutes of the meeting of Finance and Corporate Governance Committee held 5th February 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 5th February 2024 as a true and accurate record of that meeting.

081/FG/2324. Internal Controls

- a. To review the payments raised between meetings and approve their accuracy
None
- b. To review the accounts for payment and resolve to recommend payment for the accounts for payment at the full council meeting on 21st March 2024
It was resolved to recommend the following accounts for payments to full council:

YLCA Training	60.00
Defibrillator	985.20
ID badge	8.10
Caretaker milage	14.85

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

Salaries	1900.39
Pension	141.20

- d. To review and confirm the accuracy of the P32 PAYE costs for quarter 4
It was resolved to confirm the accuracy of the P32 PAYE costs for quarter 4 as £1,448.81
- 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 confirm 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. The transfer from the Cambridge account has been delayed as the precept will be paid into the Unity Account in April taking the funds held at the bank above £85,000.
- h. To receive an update on receipts and consider further action where necessary.
The following update on receipts was received:

Interest	347.96
Community Pantry grants	3,500
Community Pantry donations	915.58
Gala stall income	60.00
Transfer from HSBC to Unity reserve account	30,000.00

- i. To review and confirm the accuracy of the caretaker's petty cash transactions
It was resolved to confirm the accuracy of the following caretakers petty cash transaction:

Petrol	7.80
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- j. To review and confirm the accuracy of the Multipay transactions
It was resolved to confirm the accuracy of the following Multipay transactions:

Community Pantry purchases	1,758.14
Printing paper	18.95
Volunteer lanyards	18.98
Remembrance flags	37.50
Monthly fee	3.00

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

082/FG/2324. Budgets

- a. To review the budget monitoring report and make any recommendations to full council.
It was resolved to recommend to full council to allocate mileage claims to the relevant budget and to amend the expenses form to reflect this.

083/FG/2324. Grants

- a. To review any new grant application to be considered by full council on 21st March 2024
None
- b. To review the evaluation report and invoices for the KAOS grant and confirm its completion.
It was resolved to confirm completion of the KAOS grant.
- c. To review the grant monitoring report and agree any actions
No actions required.

084/FG/2324. Financial System

- a. To consider the options for implementing a financial system and make recommendation to full council.

It was resolved to recommend to full council to purchase the Edge Financial System.

085/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 8th April at 7.30pm.

It was resolved to confirm the date of the next meeting of the Finance and Corporate Governance Committee as Monday 8th April at 7:30pm

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