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Minutes of the Finance and Corporate Governance meeting held Monday 7 September 2020 via Zoom.

Approved at Finance and Corporate Governance meeting held 5th October 2020

Present: Councillor Hardwick, Councillor Eyre, Councillor M Biscomb (Acting Clerk), Councillor Kelly, Councillor Bentley, Councillor Almond, a member of the public.

028/2020. Apologies

- a) To note apologies received and approve any reasons for absence

It was resolved to approve Cllr Osman's reason for absence from this meeting.

029/2020. 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

No further declarations made.

- b) To approve dispensation requests

None received.

030/2020. Meeting of Finance and Corporate Governance Committee held 17 August 2020

- a) To approve minutes of the meeting of Finance and Corporate Governance Committee held 17 August 2020 as a true and accurate record of that meeting

It was resolved to approve the minutes of the meeting held 17 August 2020 as a true and accurate record of that meeting; signed and dated by the Chairman

031/2020. Accounts for Payment

- a) To resolve to recommend payment for the accounts for payment at the full council meeting on 17th September 2020

It was resolved to recommend all payments to full council for approval.

Cllr Hardwick and Acting Clerk to double-check the bank statements and cheque stubs prior to the next meeting to ensure a cheque for Item 1.5 has not been issued.

1.1	YLCA - Clerking Services 20.08.2020	£60.00		£60.00
1.2	The Atrium - Kippax Meadows Mulch	£190.00		£190.00
1.3	Vision ICT Accessibility Statement and Review	£85.00	£17.00	£102.00
1.4	Clerk's Expenses - Envelopes and Stamps	£		£17.10
1.5	Leeds City Council - ID Badges	£108.00	£21.60	£129.60

- b) To note payments for salaries and HMRC liability

Noted.

032/2020. Grant Applications

- a) To consider any new grant applications and make recommendations for approval for the full council meeting on 17th September 2020

None received.

033/2020. Training Budget

- a) To consider a process for booking YLCA training courses and recommend for approval at the full council meeting on 17th September 2020

YLCA advice was that a Training Policy be drafted for approval with New Councillor training able to be booked without additional full council approval. All other elected member training should be on the agenda in advance for full council to approve and all employee training should be discussed by the Personnel Committee.

It was resolved that the Acting Clerk would draft a Training Policy to that effect to present to full council for approval.

034/2020. Updates from Acting Clerk

- a) To receive an update on the AGAR 19/20 submission

The AGAR has been submitted and PKF Littlejohn has confirmed receipt.

- b) To receive an update on HMRC liability and process from Autela

Autela has advised that we should be paying HMRC quarterly and not monthly. They have advised of the outstanding payment we owe (on the Accounts for Payment document). We will not need to pay HMRC until we have employed a new Clerk.

- c) To consider information from YLCA regarding Purchase Orders and make recommendations for approval for the full council meeting on 17th September 2020

It was resolved that the Acting Clerk would circulate the Purchase Order log and sample Purchase Orders to the committee to review and modify to make them fit for purpose at the next meeting. These will then be presented to the council and the financial regulations amended to reflect the council's decision.

- d) To receive an update regarding bank signatories

Cllr Biscomb and Cllr McEwan spoke at length with HSBC on the phone. The address has been changed to the Acting Clerk and a Bank Mandate form has been received today although the Acting Clerk is not sure it is the correct form. The Clerk will fill it in and acquire the relevant signatories and Cllr Eyre will take it into branch to see whether it can be processed.

035/2020. Next Meeting

- a) To notify the Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting
 - Purchase Order Review
 - Hand Sanitiser on the Accounts for Payment

- b) To confirm date of next meeting of Finance and Corporate Governance Committee as 5th October 2020 at 8.00pm

It was resolved that the next meeting of Finance and Corporate Governance Committee be held on 5th October 2020 at 8pm via Zoom.

Meeting closed at 20:40

Signature.....

Date.....