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DRAFT Minutes of the Finance and Corporate Governance meeting held Monday 5 October 2020 via Zoom.

To be approved at Finance and Corporate Governance meeting to be held 2nd November 2020

Present: Councillor Hardwick, Councillor Eyre, Councillor M Biscomb (Acting Clerk), Councillor Kelly, Councillor Almond, Councillor Bate

036/2020. Apologies

- a) To note apologies received and approve any reasons for absence
Apologies received from Councillor Bentley.

037/2020. 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.

038/2020. Meeting of Finance and Corporate Governance Committee held 7 September 2020

- a) To approve minutes of the meeting of Finance and Corporate Governance Committee held 7 September 2020 as a true and accurate record of that meeting

It was resolved to approve the minutes of the meeting held 7 September 2020 as a true and accurate record of that meeting; signed and dated by the Chairperson

039/2020. Finance and Corporate Governance Administration

- a) To consider the Terms of Reference for Finance and Corporate Governance and recommend to full council for approval
It was resolved to approve the recommendations for approval with the following amends:
- Remove the section on GDPR until council have received appropriate training
 - Remove the specific time of the meeting

- b) To consider the template for KPC Purchase Orders
It was resolved to approve the current Purchase Orders template
- c) To receive an update on bank signatories
Cllr Eyre updated that the documents have been submitted to the bank and the bank will be contacting all new signatories to confirm identification.

040/2020. Grant Applications

- a) To consider any new grant applications and make recommendations for approval for the full council meeting on 17th September 2020
No new applications received.

- b) To receive an update on the Growing Zone and make a recommendation to full council for approval

Growing Zone has closed for time being due to COVID and has enquired whether funds need to be returned. Cllr Hardwick updated that they had 12 months to spend the grant and therefore funds do not need to be returned at this time.

It was resolved to review and update the Grants Policy so that all terms and conditions are clear and fair and includes information on extenuating circumstances.

Cllr Hardwick to circulate the existing policy to the committee to review.

041/2020. Internal Controls

- a) To consider the Internal Controls check list to be signed at each finance meeting
It was resolved to approve this document which will be signed by the Chair after every meeting.
- b) To review the accounts for payment and resolve to recommend payment for the accounts for payment at the full council meeting on 15th October 2020

It was resolved to recommend the Accounts for Payment to full council for approval:

1	OUTSTANDING INVOICES/EXPENSES (cheques to be raised)	Cost	Vat	Total
1.1	YLCA Training - Allotments (Cllr Osman)	€15.00	€0	€15.00
1.2	YLCA Training - Spreading your wings (Cllr Osman)	€48.00	€0	€48.00
1.3	YLCA Training - Spreading your wings (Cllr Foley)	€48.00	€0	€48.00
1.4	YLCA Training - Dealing with difficult issues (Cllr Eyre, Osman)	€30.00	€0	€30.00
1.5	YLCA Training - Off to a Flying Start (Josie)	€48.00	€0	€48.00
1.6	YLCA - New Clerk Training	€48.00	€0	€48.00
1.7	YLCA - Advertising Clerk's role	€15.00	€0	€15.00
1.8	Best Print - Kippax Matters Magazine	€1,425.00	€0	€1,425.00
1.10	Acting Clerk's Expenses - Printer Ink	€28.00	€7.00	€35.00
1.11	Cllr M Eyre - Car Guard + Accessories for Caretaker	€100.98	€0.00	€100.98
1.12	Cllr M Eyre - Hand Sanitizer for Caretaker	€5.99	€0	€5.99
1.13	Cllr M Eyre - Flowers for Flag Seamstress	€20.00	€0.00	€20.00
1.14	Cllr M Eyre - Printer Ink, Paper and Mileage	€156.16	€0	€156.15
1.15	Kippax Aerials - Removal of damaged flags	€60.00	€0	€60.00
	TOTAL PAYMENTS FOR APPROVAL	€1,805.98	€7.00	€1,812.98

- c) To review the P32 and confirm accuracy of salaries

The committee did not receive the P32 from Autela in time for the meeting. Acting Clerk to contact Autela re. receiving the document earlier. It was also noted that the

Accounts for Payment should state one sum for all 'Salaries' and not detail individual employees.

- d) To receive an update from the Acting Clerk on the council's HMRC liability

The Acting Clerk updated that the council is up to date on HMRC payments and Autela will confirm that in writing as soon as the system updates with receipt of the latest cheque. Acting Clerk to ask Autela about direct debits for HMRC.

- e) To receive an update from the cheque book holder on correct completion of cheques

Cllr Hardwick updated the committee that all cheques have been signed correctly.

- f) To review the cashbook and resolve to approve its accuracy

Prior to the meeting, Cllr Kelly had updated the format of the cashbook. **It was resolved** to defer approval of the cashbook until next month to allow the committee to review the most up to date, accurate version.

- g) To review the bank reconciliation with the bank statement and resolve to approve its accuracy –

Acting Clerk had notified committee that the bank did not reconcile. Prior to the meeting Cllr Kelly had reviewed the bank reconciliation and identified inaccuracies from 19/20 bank rec and four cheques that had not been cashed and was able to balance the bank reconciliation.

It was resolved to cancel the four outstanding cheques from 19/20.

It was resolved to defer approval of the bank reconciliation until next month to allow the committee to review the most up to date, accurate version.

- h) To receive an update on receipts and consider further action where necessary

The council is awaiting payment from Kippax Library for last years calendars for £38. The Acting Clerk has reissued the invoice as it was addressed to the wrong department.

Acting Clerk updated that the council should be receiving the second instalment of Merton Close CIL funds (£10,286.49) in October. The third and final instalment (£10,286.49) is due in April/May 2021.

- i) To receive an update on VAT from the Acting Clerk

Acting Clerk is awaiting full council approval for VAT training. A returns claim is usually done once a year.

042/2020. Missing Cheque

- a) To receive an update on the missing cheque and consider further action

The YLCA have reported that they have not received a cheque that was sent in July.

It was resolved that Councillor Kelly would contact the bank to cancel the cheque and a new cheque would be issued after the next full council meeting.

043/2020. Budgets

- a) To review the 20/21 budget monitoring sheet and consider amendments to recommend to full council for approval.

It was resolved that Cllr Kelly and Acting Clerk to review the proposed budget against the updated cashbook and present back to this committee at the next meeting.

Committee discussed the need to increase the reserve account to at least three months of running costs.

044/2020. GDPR

- a) To receive an update on GDPR from the Acting Clerk and make recommendations to full council to consider

Acting Clerk updated the committee on the need for GDPR training and the training courses offered by YLCA (£15pp virtual training).

It was resolved to recommend the training to full council to be carried out as soon as possible.

045/2020. Next Meeting

- a) To notify the Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting

- Updates on outstanding grants
- Grants Policy
- Update on missing cheque for YLCA
- Updated Budget Sheet

- b) To confirm date of next meeting of Finance and Corporate Governance Committee as 2nd November 2020 at 8.00pm

It was resolved to approve the date of the next meeting as 2nd November 2020 at 8pm.

Meeting closed at 9.20pm

Signature.....

Date.....