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Minutes of the meeting of the Finance and Corporate Governance Committee held on Monday 13th January at 7:30pm in the Valley Ridge Community Centre

Approved at the Finance and Corporate Governance Committee meeting held on Monday 10th February 2025

Present: Councillor D. Martin, Councillor M. Eyre, Councillor G. Hardwick, Councillor G. Pearson, Councillor J. Almond, Councillor L. Eyre, Councillor C. Pearson and D. Meir (Clerk)

060/FG/2425. Apologies

- a. To note apologies received
None
- b. To approve any reasons for absence
None

061/FG/2425. 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

062/FG/2425. Meeting minutes

- a. To approve the minutes of the meeting of Finance and Corporate Governance Committee held 9th December 2024 as a true and accurate record of that meeting.
It was resolved to approve the minutes of the meeting of the Finance and Corporate Governance Committee held on 9th December 2024 as a true and accurate record of that meeting.

063/FG/2425. Banking arrangements

- a. To receive an update on changing the signatory on the Unity Trust Account.
The application has been signed so it is now ready to be submitted.
- b. To receive an update on changing the signatory on the Redwood Bank Account
The signatory changes on the Redwood Account have been made.
- c. To receive an update on changing the signatory on the Cambridge Building Society Account
The application is in progress.

064/FG/2425. Internal controls

- a. To review the payments raised between meetings and confirm their accuracy
It was resolved to confirm the accuracy of the payments raised between meetings as per the report in appendix A.

- b. To review and resolve to recommend to full council to approve payment of the accounts for payment at the full council meeting on 16th January 2025
It was resolved to recommend to full council to approve payment of the accounts for payments as per the report in appendix B.
- c. To review the wage slips and pension record for January and confirm their accuracy
It was resolved to confirm the accuracy of the wage slips and pension record as per the report in appendix C.
- d. To review the P32 PAYE cost liability for quarter three and confirm the accuracy of the payment to be made to HMRC
It was resolved to confirm the accuracy of the payment to be made to HMRC as £2,199.56
- 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 confirm its accuracy
It was resolved to confirm the accuracy of the cashbook.
- g. To review the bank reconciliations with the bank statements and resolve to confirm its accuracy
It was resolved to confirm the accuracy of the bank reconciliations.
- h. To review bank balances and recommend to full council to approve any proposed transfer of funds
It was resolved not to recommend to full council any funds transfers.
- i. To receive an update on receipts and consider further action where necessary
An update on receipts was received at per the report in Appendix D.
- j. To review and confirm the accuracy of the caretaker's petty cash transactions
No new transactions were reported.
- k. To review and confirm the accuracy of the Clerk's Muiltipay transactions
It was resolved to confirm the accuracy of the Clerk's Muiltipay transactions as per the report in appendix E.
- l. To review and confirm the accuracy of the Clerk's Muiltipay reconciliation to the statements
It was resolved to confirm the accuracy of the Clerk's Muiltipay reconciliation
- m. To review and confirm the accuracy of the Councillor M. Eyre's Muiltipay transactions
It was resolved to confirm the accuracy of Councillor M. Eyre's Muiltipay transactions as per the report in appendix F.
- n. To review and confirm the accuracy of the Councillor M. Eyre's Muiltipay reconciliation to the statements
It was resolved to confirm the accuracy of Councillor M. Eyre's Muiltipay reconciliation
- o. To review and confirm the accuracy of the VAT reclaim to be submitted to HMRC
It was resolved to confirm the accuracy of the VAT reclaim to be submitted to HMRC.

065/FG/2425. Budgets and reserves

- a. To review the budget monitoring report and make any recommendations to full council.
The budget report was reviewed, and no recommendations were made.
- b. To review the reserves held and make any recommendations to full council
It was resolved to recommend to full council to transfer the balance of £870 on the Kippax Common Playground Reserve to the Kippax Common Masterplan Reserve.

066/FG/2425. Grants

- a. To review any new grant application to be considered by full council on 16th January 2025
None
- b. To review the grant monitoring report and agree any actions.
The grant monitoring report was reviewed, and no actions were required.

067/FG/2425. Next meeting

- a. To notify the Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting
- New savings account
- b. To confirm the date for the next meeting of the Finance and Corporate Governance Committee as Monday 10th February 2025 at 7.30pm.
It was resolved to confirm the date for the next meeting of the Finance and Corporate Governance Committee as Monday 10th February 2025 at 7.30pm.

Appendix A:

Item: 064/FG/2425a - Payments made between meetings			
Payment date	Payee	Details	£
31/12/2024	Unity Trust Bank	Bank charges	10.05
31/12/2024	Unity Trust Bank	Manual bank charges	21.60
03/01/2025	Sainsburys	Pantry Food	8.80
03/01/2025	SWC Power Hire	Hire of floodlighting for Christmas Lights event	100.00
03/01/2025	HP Instant Ink	Cllr Eyre Printer ink	18.49
03/01/2025	Martin Eyre	Mileage	207.00
07/01/2025	K4 security Services	Security Personnel for Christmas Lights event	816.00
07/01/2025	Leeds City Council	Christmas Lights and Decorations 2022	14,228.40
07/01/2025	Leeds City Council	Christmas Lights and Decorations 2024	25,159.20

Appendix B:

Item: 064/FG/2425b- Accounts for Payment			
Payment date	Payee	Description	£
16/01/2025	Cllr Hardwick	Printer ink expenses	41.35
16/01/2025	Clerk	Ink, stamps and stationery expenses	19.15
16/01/2025	Caretaker	Mileage	8.10
16/01/2025	Yorks Local Councils Assoc.	Event Planning training - Cllr M. Eyre	35.10
16/01/2025	St Mary's Church	Hall Hire for Pantry 28 Dec to 18 Jan	160.00

Appendix C:

Item: 064/FG/2425c - Salaries and Pensions			
Payment date	Payee	Description	£
14/01/2025	NEST Pension Scheme	Pension contributions	189.44
24/01/2025	Employees	Salaries	2,330.18

Appendix D:

Item: 064/FG/2425i. Receipts			
Date	Payee	Details	£
02/12/2024	Cam Coffee Ltd	Christmas Lights payment	50.00
02/12/2024	Leeds City Council	Community Pantry funding	2,000.00
02/12/2024	Resident	Community Pantry donation	25.00
02/12/2024	Pantry Users	Entrance donations	31.50
02/12/2024	Pantry Users	Fridge and Freezer items @50p	31.50
09/12/2024	Pantry Users	Entrance donations	50.04
09/12/2024	Pantry Users	Fridge and Freezer items @75p	57.00
09/12/2024	Pantry Users	Fridge and Freezer items @50p	53.50
13/12/2024	Cash Sales	Calendar sales	252.00
17/12/2024	Brightgreen Plastics Ltd	Community Pantry donation	1,000.00
17/12/2024	Resident	Community Pantry donation	20.00
17/12/2024	Pantry Users	Entrance donations	55.67
17/12/2024	Pantry Users	Fridge and Freezer items @75p	61.50
17/12/2024	Pantry Users	Fridge and Freezer items @50p	58.50
19/12/2024	Leeds Older Peoples Forum	Community Pantry grant	5,000.00
23/12/2024	Slimming World	Community Pantry donation	20.00
23/12/2024	Pantry Users	Entrance donations	56.89
23/12/2024	Pantry Users	Fridge and Freezer items @75p	51.00
23/12/2024	Pantry Users	Fridge and Freezer items @50p	35.00
30/12/2024	Pantry Users	entrance box donations	26.02
30/12/2024	Pantry Users	Fridge and Freezer items @75p	43.50
30/12/2024	Pantry Users	Fridge and Freezer items @50p	22.50
31/12/2024	Cambridge Building Society	interest	1,842.61
31/12/2024	Redwood Bank	Interest	212.74
31/12/2024	Unity Bank	Interest	219.46
31/12/2024	Resident	Community Pantry donation	25.00
02/01/2025	Residents	Community Pantry donations	15.00
06/01/2025	Pantry Users	Entrance donations	34.90
06/01/2025	Pantry Users	Fridge and Freezer items @50p	47.00
06/01/2025	Pantry Users	Fridge and Freezer items @75p	48.00

Appendix E:

Item: 064/FG/2425k. Clerks Multipay Transactions			
Transaction Date	Payee	Description	£
13/12/2024	Amazon	Shredder	70.49
16/12/2024	Disclosure and Barring Service	Employee DBS	21.50
16/12/2024	PayPro Europe Ltd	Flipbook Pdf Pro	45.78
20/12/2024	Northside Graphics Limited	100 copies of Newsletter	74.85
21/12/2024	Amazon	Walkie talkies	216.90
02/01/2025	Multipay Card	Monthly fee	3.00

Appendix F:

Transaction Date	Payee	Description	£
02/12/2024	Home Bargains	tape and wrapping for toys	£6.14
03/12/2024	Tesco	Community Pantry food	£229.30
05/12/2024	Willow Farm Park	Eggs	£27.00
06/12/2024	Tesco	Community Pantry food	£22.36
06/12/2024	Tesco	Community Pantry food	£259.61
10/12/2024	Home Bargains	wrapping for toys	£5.16
10/12/2024	Tesco	Delivery saver	£2.49
11/12/2024	Tesco	Community Pantry food	£146.40
12/12/2024	Tesco	Wrap for Xmas toys	£3.00
12/12/2024	Tesco	Community Pantry food	£20.24
12/12/2024	Tesco	Community Pantry food	£131.18
12/12/2024	Willow Farm Park	Eggs	£33.00
13/12/2024	Tesco	Community Pantry food	£145.80
16/12/2024	Bag Market Ltd	Freezer bags	£11.99
16/12/2024	Bulk Buying Ltd	Golves	£6.99
18/12/2024	Tesco	Community Pantry food	£114.79
18/12/2024	Willow Farm Park	Eggs	£15.00
19/12/2024	Tesco	Pantry food	£21.16
19/12/2024	Tesco	Community Pantry food	£127.65
20/12/2024	Tesco	Community Pantry food	£136.24
23/12/2024	Tesco	Community Pantry food	£116.26
27/12/2024	Sainsburys	Pantry food	£21.60
27/12/2024	Tesco	Pantry food	£21.16
27/12/2024	Tesco	Community Pantry food	£164.29
29/12/2024	Sabco Packaging	Carrier bags	£71.97
02/01/2025	Multipay Card	Monthly fee - Cllr Eyre	£3.00

Signed: *D Martin***Date:** 10th February 2025