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Minutes of the meeting of the Finance and Corporate Governance Committee held Monday 10th February at 7:30pm in the Valley Ridge Community Centre

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

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

068/FG/2425. Apologies

- a. To note apologies received
Apologies were received from Councillor L. Eyre and Councillor C. Pearson.
- b. To approve any reasons for absence
It was resolved to approve the reasons for absence

069/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

070/FG/2425. Meeting minutes

- a. To approve the minutes of the meeting of Finance and Corporate Governance Committee held 13th January 2025 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 13th January 2025 as a true and accurate record of that meeting.

071/FG/2425. Administration and policies

- a. To receive an update on changing the signatory on the Unity Trust Account.
The application has been submitted, and a request has been received for ID to be provided.
- b. To receive an update on changing the signatory on the Cambridge Building Society Account
The application and ID have been submitted, and confirmation of the change is awaited.
- c. To receive an update on the application for a new current account and Multipay card for the Community Pantry
The application for the new account has been submitted.
- d. To consider and make recommendation to Full Council to open an additional savings account
It was resolved to recommend to Full Council to approve opening a 90 Day Notice account at the Hinckley & Rugby Building Society.
- e. To consider the response from the insurance company and make recommendation to full council to approve the value of an asset to be added to the asset register and insurance cover

It was resolved to recommend to Full Council to set the minimum cost for assets to be added to the asset register and insurance cover at £100.

It was resolved to recommend to Full Council to approve the proposed amendments to the asset register and insurance cover.

- f. To consider the quotes for Internal Audit and make recommendation to Full Council
It was resolved to recommend to Full Council to appoint Clare Smith to do the Internal Audit for 2024/25 at a cost of £300.

072/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 20th February 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 February 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 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 confirm its accuracy
It was resolved to confirm the accuracy of the cashbook.
- f. 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.
- g. 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.
- h. 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.
- i. To review and confirm the accuracy of the caretaker's petty cash transactions
No new transactions were made.
- j. To review and confirm the accuracy of the Clerk's Multipay transactions
It was resolved to confirm the accuracy of the Clerk's Multipay transactions as per the report in appendix E.
- k. To review and confirm the accuracy of the Clerk's Multipay reconciliation to the statements
It was resolved to confirm the accuracy of the Clerk's Multipay reconciliation
- l. To review and confirm the accuracy of the Councillor M. Eyre's Multipay transactions
It was resolved to confirm the accuracy of Councillor M. Eyre's Multipay transactions as per the report in appendix F.
- m. To review and confirm the accuracy of the Councillor M. Eyre's Multipay reconciliation to the statements
It was resolved to confirm the accuracy of Councillor M. Eyre's Multipay reconciliation

073/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
The reserves held were reviewed, and no recommendations were made.

074/FG/2425. Grants

- a. To review any new grant application to be considered by Full Council on 20th February 2025
No new applications received
- b. To review the grant monitoring report and agree any actions
The grant monitoring report was reviewed, and no actions were required.

075/FG/2425. 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 10th March 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 March 2025 at 7.15pm.

Appendix A:

Item: 072/FG/2425a - Payments made between meetings			
Payment date	Payee	Details	£
28/01/2025	Stockeld Park	Supply and erect Christmas Tree	780.00
31/01/2025	Unity Trust Bank	Bank charges	10.65
07/02/2025	Lidl	Thank you gift	9.99
07/02/2025	HP Instant Ink	Cllr Eyre Printer ink	18.49
07/02/2025	Martin Eyre	Mileage	269.55

Appendix B:

Item: 072/FG/2425b- Accounts for Payment			
Payment date	Payee	Description	£
20/02/2025	Clerk	Ink expenses	9.20
20/02/2025	Yorks Local Councils Assoc.	Off to a flying start training - Cllr Shannon & Cllr P. Eyre	140.40
20/02/2025	Yorks Local Councils Assoc.	Committees training - Cllr M. Eyre	26.30
20/02/2025	St Mary's Church	Hall Hire for Pantry 25 Jan to 15 Feb	160.00

Appendix C:

Item: 072/FG/2425c - Salaries and Pensions			
Payment date	Payee	Description	£
07/02/2025	NEST Pension Scheme	Pension contributions	186.36
24/02/2025	Employees	Salaries	2,304.19

Appendix D:

Item: 072/FG/2425h. Receipts			
Date	Payee	Details	£
08/01/2025	St Mary's Church	Community Pantry donation	40.00
09/01/2025	Cambridge Building Society	interest	15.04

Item: 072/FG/2425h. Receipts (Continued)			
Date	Payee	Details	£
10/01/2025	Arnold Clark Community Fund	Community Pantry funding	1,500.00
13/01/2025	Pantry Users	Entrance donations	56.97
13/01/2025	Pantry Users	Fridge and Freezer items @50p	53.00
13/01/2025	Pantry Users	Fridge and Freezer items @75p	58.50
16/01/2025	Cash Sales	Calendar sales	250.50
20/01/2025	Resident	Community Pantry donation	7.00
20/01/2025	Pantry Users	Entrance donations	79.02
20/01/2025	Pantry Users	Fridge and Freezer items @£1	42.00
20/01/2025	Pantry Users	Fridge and Freezer items @50p	47.50
20/01/2025	Pantry Users	Fridge and Freezer items @75p	68.25
21/01/2025	Resident	Community Pantry donation	100.00
27/01/2025	Pantry Users	Entrance donations	18.81
27/01/2025	Pantry Users	Fridge and Freezer items @£1	52.00
27/01/2025	Pantry Users	Fridge and Freezer items @50p	63.50
27/01/2025	Pantry Users	Fridge and Freezer items @75p	67.50
28/01/2025	HMRC	VAT refund 01/10/24 - 31/12/24	3,433.64
31/01/2025	Resident	Community Pantry donation	25.00
31/01/2025	Redwood Bank	Interest	211.99
04/02/2025	Resident	Community Pantry donation	40.00
04/02/2025	Pantry Users	Entrance Donations	75.79
04/02/2025	Pantry Users	Fridge & Freezer items @75p	69.75
04/02/2025	Pantry Users	Fridge & Freezer items @50p	81.00
04/02/2025	Pantry Users	Freezer items Lidl	18.50

Appendix E:

Item: 072/FG/2425j. Clerks Multipay Transactions			
Transaction Date	Payee	Description	£
16/01/2025	Information Commissioners Office	Annual Fee	40.00
20/01/2025	Disclosure and Barring Service	Councillor DBS	21.50
20/01/2025	Amazon	10 Leaflet holders	64.95
24/01/2025	Disclosure and Barring Service	Councillor DBS	21.50
03/02/2025	Multipay Card	Monthly fee	3.00

Appendix F:

Item: 072/FG/2425l. Cllr M. Eyre Multipay Transactions			
Transaction Date	Payee	Description	£
02/01/2025	Tesco	Community Pantry food	£84.76
03/01/2025	Willow Farm Park	Eggs	£23.00
03/01/2025	Tesco	Community Pantry food	£5.52
03/01/2025	Tesco	Community Pantry food	£93.84
03/01/2025	Sainsburys	Community Pantry food	£7.20
05/01/2025	Amazon	Thermometer	£14.98
05/01/2025	Amazon	Cooler box	£29.98
07/01/2025	Sainsburys	Community Pantry food	£7.11
08/01/2025	Tesco	Community Pantry food	£118.19
09/01/2025	Tesco	Community Pantry food	£154.11
09/01/2025	Willow Farm Park	Eggs	£55.00

Item: 072/FG/24251. Cllr M. Eyre Multipay Transactions (continued)			
Transaction Date	Payee	Description	£
09/01/2025	Cartridge People	Printer labels	£6.95
09/01/2025	Cartridge People	Label printer	£65.90
09/01/2025	Tesco	Community Pantry food	£18.40
10/01/2025	Tesco	Delivery saver	£2.49
10/01/2025	Tesco	Community Pantry food	£143.23
15/01/2025	Tesco	Community Pantry food	£90.82
16/01/2025	Tesco	Community Pantry food	£34.88
16/01/2025	Tesco	Community Pantry food	£127.56
17/01/2025	Sainsburys	Community Pantry food	£13.00
17/01/2025	Tesco	Community Pantry food	£156.43
22/01/2025	JW Plant & Co Ltd	VE Day Flag	£44.80
22/01/2025	Willow Farm Park	Eggs	£20.00
22/01/2025	Tesco	Community Pantry food	£16.76
22/01/2025	Tesco	Community Pantry food	£112.99
23/01/2025	Tesco	Community Pantry food	£42.36
23/01/2025	Tesco	Community Pantry food	£171.37
24/01/2025	Tesco	Community Pantry food	£12.00
24/01/2025	Tesco	Community Pantry food	£183.92
24/01/2025	Sainsburys	Community Pantry food	£11.06
29/01/2025	Willow Farm Park	Eggs	£37.00
29/01/2025	Leeds Glass	Laminate for Peace Flame	£39.07
29/01/2025	Tesco	Community Pantry food	£164.66
30/01/2025	Tesco	Pantry food	£30.11
30/01/2025	Tesco	Community Pantry food	£151.31
31/01/2025	Tesco	Community Pantry food	£166.67
31/01/2025	Lidl	Pantry food	£8.25
01/02/2025	Bag Market Ltd	Freezer bags	£16.58
03/02/2025	Multipay Card	Monthly fee - Cllr Eyre	£3.00

Signed: *D Martin*

Date: 10th March 2025