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Minutes of the meeting of the Finance and Corporate Governance Committee held Monday 10th March at 7:15pm in the Valley Ridge Community Centre

Approved at the Finance and Corporate Governance Committee meeting held on Monday 14th April 2025

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

078/FG/2425. Apologies

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

079/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

080/FG/2425. Meeting minutes

- a. To approve the minutes of the meeting of Finance and Corporate Governance Committee held 10th February 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 10th February 2025 as a true and accurate record of that meeting.

081/FG/2425. Administration

- a. To receive an update on changing the signatory on the Unity Trust Account.
The ID has been submitted, and a response is awaited.
- b. To receive an update on changing the signatory on the Cambridge Building Society Account
The ID has been submitted, and a response is awaited.
- c. To receive an update on the application for a new current account for the Community Pantry
The current account for the Community Pantry is now set up and in use.
- d. To consider and make recommendation to Full Council to approve two Programme Administrators for the Community Pantry Multipay card
It was resolved to recommend to Full Council to approve Councillor D. Martin and the Clerk as Programme Administrators for the Community Pantry Multipay card.
- e. To consider and make recommendation to Full Council to approve a transaction limit and overall credit limit on the Community Pantry Multipay card for Councillor M. Eyre

It was resolved to recommend to Full Council to approve a transaction limit of £300 and overall credit limit of £5,000 on the Community Pantry Multipay card for Councillor M. Eyre.

- f. To review the overall credit limits on the main account Multipay cards and recommend any amendments to Full Council.
It was resolved to recommend to Full Council to approve reducing the credit limit on Councillor M, Eyre's Multipay card to £1,000 and the credit limit on the Clerk's Multipay card to £3,000.
- g. To consider and make recommendation to Full Council to approve four signatories on the Hinckley and Rugby Building Society account.
It was resolved to recommend to Full Council to approve Councillor M. Eyre, Councillor G. Hardwick, Councillor J. Almond and the Clerk as signatories on the Hinckley and Rugby Building Society account.
- h. To consider and make recommendation to Full Council to approve the initial deposit to be made into the Hinckley and Rugby Building Society account.
It was resolved to recommend to Full Council to approve making an initial deposit of £1,000 into the Hinckley and Rugby Building Society account.
- i. To consider and make recommendation to Full Council to approve which account the Hinckley and Rugby Building Society account interest is to be paid into.
It was resolved to recommend to Full Council to approve paying the interest on the Hinckley and Rugby Building Society account into the Unity Current Account.

082/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 March 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 March 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 their 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 to recommend to Full Council to transfer £7,804.53 to the Community Pantry Account
It was resolved to recommend to Full Council to approve to transfer £50,000 to the Unity Reserve Account, £55,000 to the Cambridge Account and £84,000 to the Hinckley and Rugby Account after receipt of the precept.

- 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 and reconciliation
It was resolved to confirm the accuracy of the caretaker's petty cash transaction as per the report in Appendix E.
- 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 F.
- 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 G.
- 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
- n. To review and confirm the accuracy of the VAT reclaim for 1st January to 28th February 2025
It was resolved to confirm the accuracy of the VAT reclaim for 1st January to 28th February 2025

083/FG/2425. Budgets and reserves

- a. To review the budget monitoring report and make any recommendations to full council
It was resolved to recommend to Full Council that year-end underspends on the Peace Flame budget and Kippax Common Masterplan budget are transferred into earmarked reserves.
- b. To review the reserves held and make any recommendations to full council
The reserves were reviewed, and no recommendations were made.

084/FG/2425. Grants

- a. To review any new grant application to be considered by full council on 20th March 2025
It was resolved to report to Full Council that the grant application from the Methodist Church meets the grant criteria, but this year's grant's budget has all been used.
- b. To review the grant monitoring report and agree any actions
The budget report was reviewed, and it was agreed for the Clerk to remind the Growing Zone that they need to submit their invoices a

085/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 14th April 2025 at 7.15pm.
It was resolved to confirm the date for the next meeting of the Finance and Corporate Governance Committee as Monday 14th April 2025 at 7.15pm.

Appendix A:

Item: 082/FG/2425a - Payments made between meetings			
Payment date	Payee	Details	£
26/02/2025	Andrew's Garden Machinery	2 Strimmer heads	52.80
28/02/2025	Unity Trust Bank	Bank charges	9.90
07/03/2025	NEST	Pension contributions	186.36
07/03/2025	Martin Eyre	Community Pantry mileage	203.85

Appendix B:

Item: 082/FC/2425b- Accounts for Payment			
Payment date	Payee	Description	£
20/03/2025	Clerk	Ink expenses	5.75
20/03/2025	Caretaker	Mileage	10.80
20/03/2025	Cllr M. Eyre	Mileage	25.20
20/03/2025	Autela Payroll Services	Payroll services Dec 24 to Mar 25	140.61
31/03/2025	St Mary's Church	Hall Hire for Pantry 22 Feb to 29 Mar	240.00

Appendix C:

Item: 082/FG/2425c - Salaries and Pensions			
Payment date	Payee	Description	£
07/03/2025	NEST Pension Scheme	Pension contributions	186.36
25/03/2025	Employees	Salaries	2,304.19

Appendix D:

Item: 082/FG/2425h. Receipts			
Date	Payee	Details	£
10/03/2025	Pantry Users	Entrance Donations	46.20
10/03/2025	Pantry Users	Fridge & Freezer items	151.50
11/03/2025	Resident	Community Pantry donation	85.00
17/03/2025	Pantry Users	Fridge & Freezer items	148.50
17/03/2025	Pantry Users	Entrance Donations	69.73
24/03/2025	Pantry Users	Donations	122.92
24/03/2025	Pantry Users	Fridge & Freezer items	220.00
26/03/2025	Cash Sales	Calendar sales	7.00
30/03/2025	Resident	Community Pantry donation	25.00
30/03/2025	Redwood Bank	Interest	191.97
31/03/2025	Pantry Users	Entrance Donations	64.34
31/03/2025	Pantry Users	Fridge & Freezer items	193.25

Appendix E:

Item: 082/FG/2425i - Petty cash transactions			
Payment date	Payee	Description	£
03/02/2025	Kippax Service Station	Petrol	7.38

Appendix F:

Item: 082/FG/2425j. Clerks Multipay Transactions			
Transaction Date	Payee	Description	£
14/02/2025	McAfee	Annual Subscription	109.99
24/02/2025	Defib Warehouse	Defib pads	77.94
03/03/2025	Multipay Card	Monthly fee	3.00

Appendix G:

Item: 082/FG/2425l. Cllr M. Eyre Multipay Transactions			
Transaction Date	Payee	Description	£
03/02/2025	Garforth Cobbler	Christmas shield winner engraving	£4.00
05/02/2025	Willow Farm Park	Eggs	£41.00
05/02/2025	Caboodle Office Supplies Ltd	Noticeboard	£21.33
05/02/2025	Tesco	Community Pantry food	£243.69
06/02/2025	Lidl	Pantry food	£16.50
06/02/2025	Tesco	Pantry food	£43.71
06/02/2025	Tufferman Ltd	Shelving	£68.37
06/02/2025	Tesco	Community Pantry food	£223.09
07/02/2025	Tesco	Community Pantry food	£155.40
10/02/2025	Tesco	Delivery saver	£2.49
10/02/2025	Tesco	Pantry food	£12.60
11/02/2025	Cute-Fruit-Uk	noticeboard pins	£2.55
12/02/2025	Tesco	Community Pantry food	£187.79
13/02/2025	Tesco	Pantry food	£20.24
13/02/2025	Tesco	Community Pantry food	£232.78
14/02/2025	Sainsburys	Pantry food	£11.06
14/02/2025	Lidl	Pantry food	£3.30
14/02/2025	Tesco	Community Pantry food	£193.51
15/02/2025	Sainsburys	Pantry food	£9.48
18/02/2025	Willow Farm Park	Eggs	£24.00
19/02/2025	Tesco	Pantry food	£29.07
19/02/2025	Tesco	Community Pantry food	£193.19
20/02/2025	Tesco	Pantry food	£10.37
20/02/2025	Tesco	Community Pantry food	£90.07
21/02/2025	Tesco	Community Pantry food	£169.09
25/02/2025	Willow Farm Park	Eggs	£55.00
26/02/2025	Tesco	Community Pantry food	£197.88
27/02/2025	Tesco	Pantry food	£23.92
27/02/2025	Tesco	Community Pantry food	£238.15
28/02/2025	HP Instant Ink	Cllr Eyre Printer ink	£18.49
28/02/2025	Tesco	Pantry food	£11.90
28/02/2025	Lidl	Pantry food	£13.20
28/02/2025	Tesco	Community Pantry food	£211.70
03/03/2025	Multipay Card	Monthly fee - Cllr Eyre	£3.00

Signed: *D Martin*

Date: 14th April 2025