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

**To be approved at the Finance and Corporate Governance Committee meeting to be held on Monday 14<sup>th</sup> 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 10<sup>th</sup> 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 10<sup>th</sup> 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 1<sup>st</sup> January to 28<sup>th</sup> February 2025  
**It was resolved to confirm the accuracy of the VAT reclaim for 1<sup>st</sup> January to 28<sup>th</sup> 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 20<sup>th</sup> 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 14<sup>th</sup> 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   |