



Minutes of the meeting of the Finance and Corporate Governance Committee held Monday 14<sup>th</sup> April at 7:15pm in the Valley Ridge Community Centre

**Approved at the Finance and Corporate Governance Committee meeting held on Monday 12<sup>th</sup> May 2025**

**Present:** Councillor D. Martin, Councillor M. Eyre, Councillor G. Pearson, Councillor G. Harwick, Councillor J. Almond and Councillor L. Eyre

**086/FG/2425. Apologies**

- a. To approve who will take the minutes in the Clerk's absence  
**It was resolved to approve Councillor Martin to take the minutes**
- b. To note apologies received  
**Apologies were received from the Clerk and Councillor C. Pearson**
- c. To approve any reasons for absence  
**It was resolved to approve the reasons for absence**

**087/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**

**088/FG/2425. Meeting minutes**

- a. To approve the minutes of the meeting of Finance and Corporate Governance Committee held 10<sup>th</sup> March 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 March 2025 as a true and accurate record of that meeting.**

**089/FG/2425. Administration**

- a. To receive an update on changing the signatory on the Unity Trust Account.  
**Councillor Almond is now set up on the Unity Trust account**
- b. To receive an update on changing the signatory on the Cambridge Building Society account  
**The Parish Council are still waiting to hear back from the Cambridge Building Society**
- c. To receive an update on the application for the Community Pantry Multipay card  
**The application is still being processed**
- d. To receive an update on the application for a Hinckley and Rugby Building Society account.  
**The account is set up. KPC are waiting for a code to access online banking before proceeding further**

**090/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 detailed 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 17<sup>th</sup> April 2025  
**It was resolved** to recommend to Full Council to approve payment of the accounts for payments as detailed 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 detailed in Appendix C.
- d. To review the quarterly PAYE cost liability and confirm the accuracy of the amount to be paid to HMRC  
**It was resolved** to confirm the amount of £2,220.00 to be paid to HMRC as accurate.
- 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 and to limit the amount to be checked each month to the current month and the previous month going forward.
- g. 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.
- h. 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 approve the transfer of £2,665.94 from the Community Pantry Account to the main current account and to transfer £10,000 from the Unity Reserve account to the main current account.
- i. To receive an update on receipts and consider further action where necessary  
An update on receipts was received as per Appendix D.  
**It was resolved** to limit the transactions to be provided each month to the current month and the previous month going forward
- j. 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 detailed in Appendix E and to ask the Clerk top up the caretaker's petty cash to £100
- k. 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 detailed in Appendix F
- l. 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
- m. 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 detailed in Appendix G.
- n. 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

**091/FG/2425. Budgets and reserves**

- a. To review the budget monitoring report and make any recommendations to Full Council.  
**It was resolved** to not make any recommendations to full council at this point

- b. To review the reserves held and make any recommendations to Full Council  
The reserves were reviewed, and no recommendations were made.

#### **092/FG/2425. Grants**

- a. To review any new grant application to be considered by Full Council on 17<sup>th</sup> April 2025  
It was resolved to report to Full Council that the grant application from Kippax Community Club meets the grant criteria.
- b. To review the receipts and invoices for the Growing Zone Grant and recommend to Full Council to pay the 2025/26 grant  
It was resolved to confirm the accuracy of the transactions and recommend to Full Council to pay the 2025/26 Grant of £3,498
- c. To review the grant monitoring report and agree any actions  
It was resolved that the grant monitoring is up to date for now

#### **093/FG/2425. Insurance**

- a. To review the quotes for the annual insurance and make recommendation to Full Council  
It was resolved to recommend to Full Council to approve renewing with Zurich on a 3-year agreement unless the clerk has a strong recommendation concerning the level of cover.

#### **094/FG/2425. Policies and documents**

- a. To consider the proposed amendments to the Financial Regulations and make recommendation to Full Council  
It was resolved to recommend to Full Council to approve the amendments to the Financial Regulations
- b. To review the Financial Risk Assessment and make recommendation to Full Council  
It was resolved to recommend to Full Council to approve the Financial Risk Assessment
- c. To consider the proposed amendments to the Finance and Corporate Governance Committees terms of reference and make recommendation to Full Council  
It was resolved to recommend to Full Council to approve the amendments to the Finance and Corporate Governance Committees Terms of Reference

#### **095/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 12<sup>th</sup> May 2025 at 7.15pm.  
It was resolved to confirm the date for the next meeting of the Finance and Corporate Governance Committee as Monday 12<sup>th</sup> May 2025 at 7.15pm.

#### **Appendix A:**

Item: 090/FG/2425a - Payments made between meetings			
Payment date	Payee	Details	£
31/03/2025	Unity Trust Bank	Community Pantry account - bank charges	2.57
31/03/2025	Unity Trust Bank	Main account bank charges	8.55
31/03/2025	Unity Trust Bank	Main account - manual bank charges	22.80
01/04/2025	Cllr M. Eyre	Pantry Mileage	248.40
01/04/2025	Kippax Methodist Church	Grant	600.00

## Appendix B:

Item: 090/FG/2425b- Accounts for Payment			
Payment date	Payee	Description	£
17/04/2025	Torvill's DIY Kippax	Grinding disk	1.89
17/04/2025	Cllr M. Eyre	mileage	1.80
17/04/2025	HP Instant Ink	Clerks printing	6.61
17/04/2025	Yorkshire Local Councils Associations	Flying Start training	70.20
17/04/2025	Yorkshire Local Councils Associations	Annual membership	1,344.00
25/04/2025	Kippax Methodist Church	Hall hire 24th April	55.00
28/04/2025	St Mary's Church Kippax PCC	Hall hire 5th to 26th April	160.00
17/04/2025	Leeds City Council	3 ID badges	24.30
17/04/2025	Caretaker	Mileage	13.95
17/04/2025	Leeds City Council	Supply Meadows furniture 2020	3,596.00
17/04/2025	Leeds City Council	Caretaker training	220.00

## Appendix C:

Item: 090/FG/2425c - Salaries and Pensions			
Payment date	Payee	Description	£
07/04/2025	NEST Pension Scheme	Pension contributions	186.36
25/04/2025	Employees	Salaries	2,529.34

## Appendix D:

Item: 090/FG/2425d. Receipts			
Date	Payee	Details	£
03/03/2025	Pantry Users	Entrance donations	64.34
03/03/2025	Pantry Users	Fridge & freezer items	193.25
10/03/2025	Pantry Users	Entrance donations	40.31
10/03/2025	Pantry Users	Fridge & freezer items	163.25
18/03/2025	Pantry Users	Entrance donations	55.11
18/03/2025	Pantry Users	Fridge & freezer items	185.00
20/03/2025	HMRC	VAT refund 01/01/25 - 28/02/25	7,159.45
21/03/2025	Leeds City Council	Funding for War Memorial wires	315.78
24/03/2025	Pantry Users	Fridge & freezer items	221.25
24/03/2025	Pantry Users	Entrance donations	61.26
27/03/2025	Leeds Christian Community Trust	Community Pantry funding	1,500.00
31/03/2025	Redwood Bank	Interest	208.05
31/03/2025	Unity Bank	Interest	125.30
31/03/2025	Resident	Community Pantry donation	25.00
31/03/2025	Pantry Users	Entrance donations	93.96
31/03/2025	Pantry Users	Fridge & freezer items	150.50

## Appendix E:

Item: 090/FG/2425e - Petty cash transactions			
Payment date	Payee	Description	£
14/10/2024	Kippax Service Station	Petrol	6.27
03/02/2025	Kippax Service Station	Petrol	7.51

## Appendix F:

Item: 090/FG/2425F. Clerks Multipay Transactions			
Transaction Date	Payee	Description	£
02/04/2025	Multipay Card	Monthly fee	3.00

## Appendix G:

Item: 090/FG/2425g. Cllr M. Eyre Multipay Transactions			
Transaction Date	Payee	Description	£
05/03/2025	Tesco	Community Pantry food	£160.16
05/03/2025	Willow Farm Park	Eggs	£64.00
05/03/2025	Torvill's DIY Kippax	Door hook	£4.80
06/03/2025	Tesco	Community Pantry food	£194.47
06/03/2025	Tesco	Pantry food	£25.76
07/03/2025	Tesco	Community Pantry food	£169.55
07/03/2025	Lidl	Pantry food	£9.90
07/03/2025	Sainsburys	Pantry food	£11.06
10/03/2025	Tesco	Delivery subscription	£2.49
12/03/2025	Tesco	Community Pantry food	£211.67
12/03/2025	Willow Farm Park	Eggs	£23.00
13/03/2025	Tesco	Community Pantry food	£241.10
13/03/2025	Tesco	Pantry food	£10.80
14/03/2025	Tesco	Community Pantry food	£191.18
17/03/2025	Pease of Garforth	Grinding disk	£2.08
19/03/2025	Willow Farm Park	Eggs	£51.00
19/03/2025	Tesco	Community Pantry food	£142.02
20/03/2025	Tesco	Community Pantry food	£221.99
20/03/2025	Tesco	pantry food	£42.06
21/03/2025	Tesco	Community Pantry food	£129.92
21/03/2025	Tesco	pantry food	£3.40
21/03/2025	Lidl	pantry food	£6.60
26/03/2025	Tesco	Community Pantry food	£219.35
26/03/2025	Willow Farm Park	Eggs	£100.00
27/03/2025	Tesco	Community Pantry food	£226.53
27/03/2025	Rex Gadgets	Peace Flame wires	£18.91
27/03/2025	Tesco	pantry food	£20.55
28/03/2025	Tesco	Community Pantry food	£202.04
28/03/2025	Lidl	pantry food	£16.50
28/03/2025	Tesco	pantry food	£7.20
28/03/2025	Sainsburys	pantry food	£11.06
28/03/2025	Rethink Food Charity	pantry food	£41.00
29/03/2025	HP Instant Ink	Printing	£18.49
29/03/2025	Sainsburys	pantry food	£6.00
30/03/2025	Tesco	Community Pantry food	£11.10
01/04/2025	Denny shop	Wheelbarrow wheel	£10.99
02/04/2025	Multipay Card	Cllr Eyre Monthly fee	£3.00

Signed: *D Martin*

Date: 12<sup>th</sup> May 2025