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Minutes of the meeting of the Finance and Corporate Governance Committee held Monday 12<sup>th</sup> May at 7:15pm in the Valley Ridge Community Centre

**Approved at the Finance and Corporate Governance Committee meeting held on Tuesday 10<sup>th</sup> June 2025**

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

**Absent:** Councillor G. Harwick and Councillor C. Weightman

**096/FG/2425. Apologies**

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

**097/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**

**098/FG/2425. Meeting minutes**

- a. To approve the minutes of the meeting of Finance and Corporate Governance Committee held 14<sup>th</sup> April 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 14<sup>th</sup> April 2025 as a true and accurate record of that meeting.**

**099/FG/2425. Administration**

- a. To receive an update on changing the signatory on the Cambridge Building Society account  
**The Clerk has raised a query and a response is awaited.**
- b. To receive an update on the application for the Community Pantry Multipay card  
**This is now set up and in use.**
- c. To receive an update on the application for a Hinckley and Rugby Building Society account.  
**This is now set up and £85,000 has been transferred into it.**

**100/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 made 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 15<sup>th</sup> May 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 May 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 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 approve the transfer of £2,704.75 from the Community Pantry Account to the main current account.
- h. To receive an update on receipts and consider further action where necessary  
An update on receipts was received as per 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 detailed 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 detailed 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 detailed 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 the Councillor M. Eyre's Multipay reconciliation

#### **101/FG/2425. Budgets and reserves**

- a. To review the budget monitoring report and make any recommendations to Full Council  
The budget monitoring report was reviewed, and no recommendations were made.
- b. To review the expenditure commitments at year end and recommend to Full Council to approve the amendments to the Commitments Reserve  
**It was resolved** to recommend to Full Council to approve the agreed amendments to the Commitments Reserve.
- c. To review and recommend to Full Council to approve the other year end reserves held  
**It was resolved** to recommend to Full Council to approve the other year end reserves held.

#### **102/FG/2425. Grants**

- a. To review any new grant application to be considered by Full Council on 12<sup>th</sup> May 2025  
**It was resolved** to report to Full Council that the grant application from Crosshills Court Residents Association meets the grant criteria and there is budget available.

- b. To review the grant monitoring report and agree any actions  
**The report was reviewed and no actions required.**

### **103/FG/2425. Asset Register**

- a. To review the Asset Register at 31<sup>st</sup> March 2025 and recommend to Full Council to approve its accuracy  
**It was resolved to recommend to Full Council to approve the Asset Register at 31<sup>st</sup> March 2025.**

### **104/FG/2425. Communications**

- d. To consider and approve a schedule of information on recent activities to be shared across Facebook, Instagram, and the KPC website.  
**It was resolved to consider posts about grants awarded when they are confirmed complete.**

### **105/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 9<sup>th</sup> June 2025 at 7.15pm.  
**It was resolved to confirm the date for the next meeting of the Finance and Corporate Governance Committee as Monday 9<sup>th</sup> June 2025 at 7.15pm.**

## **Appendix A:**

<b>Item: 100/FG/2425a - Payments made between meetings</b>			
<b>Payment date</b>	<b>Payee</b>	<b>Details</b>	<b>£</b>
23/04/2025	The Growing Zone	Grant for 25-26	3,498.00
23/04/2025	Kippax Aerial Services	Put up flags	60.00
29/04/2025	Councillor M. Eyre	Community Pantry mileage	273.25
30/04/2025	Unity Trust Bank	Bank charges - Pantry account	6.00
30/04/2025	Unity Trust Bank	Bank charges - Main account	7.65
01/05/2025	Comprendo Ltd	Migration of kippax-pc.gov.uk	30.00
01/05/2025	Zurich Municipal	Annual insurance	1,958.57
07/05/2025	Kippax Aerial Services	Take down & put up flags	120.00

## **Appendix B:**

<b>Item: 100/FG/2425b- Accounts for Payment</b>			
<b>Payment date</b>	<b>Payee</b>	<b>Description</b>	<b>£</b>
15/05/2025	G & S Toilet Hire	Hire of toilets for Gala on Saturday 7th June 2025	540.00
15/05/2025	Councillor M. Eyre	Mileage	11.25
15/05/2025	Councillor L. Eyre	Community Pantry mileage	26.55
15/05/2025	HP Instant Ink	Clerks printing	9.35
15/05/2025	Vision ICT	SSL Certificate	60.00
15/05/2025	John Keane	Mileage	17.10

## **Appendix C:**

<b>Item: 100/FG/2425c - Salaries and Pensions</b>			
<b>Payment date</b>	<b>Payee</b>	<b>Description</b>	<b>£</b>
12/05/2025	NEST Pension Scheme	Pension contributions	200.20
23/05/2025	Employees	Salaries	2,646.80

## Appendix D:

Item: 100/FG/2425h. Receipts			
Date	Payee	Details	£
01/04/2025	Leeds City Council	Precept and grant	200,087.00
07/04/2025	Pantry Users	Takings and donations	248.78
14/04/2025	Pantry Users	Charges and donations	237.63
17/04/2025	Leeds City Council	24/25 Grants	4,594.00
22/04/2025	Pantry Users	Takings and donations	245.30
28/04/2025	Pantry Users	Takings and donations	225.89
30/04/2025	Redwood Bank	Interest	198.79

## Appendix E:

Item: 100/FG/2425i - Petty cash transactions			
Payment date	Payee	Description	£
07/04/2025	Kippax Service Station	Petrol	7.47
04/05/2025	Kippax Service Station	Petrol	6.50

## Appendix F:

Item: 100/FG/2425j. Clerks Multipay Transactions			
Transaction Date	Payee	Description	£
08/04/2025	Northside Graphics Limited	100 copies of the newsletter	76.58
02/05/2025	Multipay Card	Monthly fee	3.00

## Appendix G:

Item: 100/FG/2425l. Cllr M. Eyre Multipay Transactions			
Transaction Date	Payee	Description	£
02/04/2025	Tesco	Community Pantry food	£170.65
02/04/2025	Willow Farm Park	Eggs	£56.00
03/04/2025	Tesco	Community Pantry food	£190.90
03/04/2025	Tesco	Community Pantry food	£10.80
04/04/2025	Tesco	Community Pantry food	£193.18
04/04/2025	Lidl	Community Pantry food	£6.60
04/04/2025	Rethink Food Charity	Community Pantry food	£41.00
05/04/2025	Tesco	Community Pantry food	£139.45
10/04/2025	Tesco	Community Pantry food	£273.70
10/04/2025	Tesco	delivery saver	£2.49
11/04/2025	Tesco	Community Pantry food	£230.42
11/04/2025	Lidl	Community Pantry food	£6.60
11/04/2025	Tesco	Community Pantry food	£21.60
11/04/2025	Rethink Food Charity	Community Pantry food	£41.00
11/04/2025	Sainsburys	Community Pantry food	£25.28
13/04/2025	Anything For Home Ltd	Table	£79.99
13/04/2025	Screwfix Direct Ltd	Facemasks	£9.99
13/04/2025	Toolstation Ltd	Helmet	£54.98
14/04/2025	Viking Office Uk Ltd	Printing paper	£17.90
14/04/2025	Sabco Packaging	Carrier bags	£47.98
14/04/2025	Selco	Table extension	£26.75

Item: 100/FG/24251. Cllr M. Eyre Multipay Transactions (continued)			
Transaction Date	Payee	Description	£
16/04/2025	Tesco	Community Pantry food	£102.49
16/04/2025	Lidl	Community Pantry food	£2.50
17/04/2025	Tesco	Community Pantry food	£190.11
17/04/2025	Tesco	Community Pantry food	£13.50
17/04/2025	Torvill's DIY Kippax	Pantry equipment	£6.00
17/04/2025	Screwfix Direct Ltd	Stroke oil	£10.99
18/04/2025	Tesco	Community Pantry food	£103.37
18/04/2025	Rethink Food Charity	Community Pantry food	£41.00
18/04/2025	Lidl	Community Pantry food	£4.95
19/04/2025	Tesco	Ice blocks	£6.00
22/04/2025	Dunelm	Cotton for flags and dustpan	£32.50
22/04/2025	Selco	Table extension	£26.75
24/04/2025	Tesco	Community Pantry food	£241.38
24/04/2025	Willow Farm Park	Eggs	£46.00
24/04/2025	Tesco	Community Pantry food	£13.50
25/04/2025	Tesco	Community Pantry food	£166.11
25/04/2025	Tesco	Community Pantry food	£8.76
25/04/2025	Lidl	Community Pantry food	£8.45
25/04/2025	Tesco	Community Pantry food	£8.55
26/04/2025	Tesco	Community Pantry food	180.02
26/04/2025	Tesco	Community Pantry food	49.45
29/04/2025	HP Instant Ink	Pantry printing	18.49
01/05/2025	Tesco	Community Pantry food	176.38
01/05/2025	Tesco	Community Pantry food	28.60
02/05/2025	Multipay Card	Monthly fee	3.00

Signed: *D Martin*

Date: 10<sup>th</sup> June 2025