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Draft minutes of the meeting of the Finance and Corporate Governance Committee held Tuesday 10th June at 7:15pm in St Mary's Lower Church Hall

To be approved at the Finance and Corporate Governance Committee meeting to be held on Tuesday 8th July 2025

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

Absent: Councillor J. Almond,

001/FG/2526. Appointments

- a. To receive nominations and elect a Chair
It was resolved to approve Councillor D. Martin as Chair
- b. To receive nominations and elect a Vice Chair
It was resolved to approve Councillor G Pearson as Vice-Chair

002/FG/2526. Apologies

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

003/FG/2526. 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

004/FG/2526. Meeting minutes

- a. To approve the minutes of the meeting of Finance and Corporate Governance Committee held 12th May 2025 as a true and accurate record of that meeting.
It was resolved to approve the minutes of the meeting of the Finance and Corporate Governance Committee held 12th May 2025 as a true and accurate record of that meeting

005/FG/2526. Administration

- a. To receive an update on changing the signatory on the Cambridge Building Society account
ongoing
- b. To review and approve the Committees Annual reviews schedule
It was resolved to approve the Committee's Annual reviews schedule

006/FG/2526. 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 19th June 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 June 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 not to recommend any funds transfers.
- 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
No new petty cash transactions were reported
- 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 transaction detailed 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 detailed 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
- n. To review and confirm the accuracy of the Community Pantry Multipay transactions
It was resolved to confirm the accuracy of Councillor M. Eyre's Multipay transactions as detailed in Appendix G
- o. To review and confirm the accuracy of the Community Pantry Multipay reconciliation to the statements
It was resolved to confirm the accuracy of the Community Pantry Multipay reconciliation

007/FG/2526. 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 reserves held and make any recommendations to Full Council
The reserves were reviewed, and no recommendations were made.

008/FG/2526. Grants

- a. To review any new grant application to be considered by Full Council on 19th June 2025
No applications received.
- b. To review the evaluation information for the grant provided to the Kippax Methodist Church and confirm completion of the grant
It was resolved to confirm completion of the grant provide to Kippax Methodist Church
- c. To review the grant monitoring report and agree any actions
Councillor M. Eyre will remind Kippax in Bloom that they need to provide their receipts soon.

009/FG/2526. Annual Governance and Accountability Return 2024/25

- a. To review the Internal Audit Report and make recommendation to Full Council
It was resolved to recommend to Full Council to approve the agreed responses to the issues raised.
- b. To review the Annual Governance Statement and recommend to Full Council to approve the proposed responses
It was resolved to recommend to Full Council to approve the proposed responses
- c. To review and recommend Full Council to approve the Accounting Statements.
It was resolved to recommend to Full Council to approve the Accounting Statements
- d. To review and recommend Full Council to approve the bank reconciliation and explanation of variances
It was resolved to recommend to Full Council to approve the bank reconciliation and explanation of variances.

010/FG/2526. Communications

- c. To consider and approve a schedule of information on recent activities to be shared across Facebook, Instagram, and the KPC website.
Not required

011/FG/2526. 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 Tuesday 8th July 2025 at 7.15pm.
It was resolved to confirm the date for the next meeting of the Finance and Corporate Governance Committee as Tuesday 8th July 2025 at 7.15pm.

Appendix A:

Item: 006/FG/2526a - Payments made between meetings			
Payment date	Payee	Details	£
20/05/2025	Crosshills Residents Association	Grant	695.00
20/05/2025	Kippax Community Club	Grant	1,000.00
22/05/2025	Rethink Food Charity	Pantry food	164.00
31/05/2025	Unity Trust Bank	Pantry account bank fees	6.00
31/05/2025	Unity Trust Bank	Main account bank fees	9.45
02/06/2025	Comprendo Ltd	Web hosting	30.00
02/06/2025	St Mary's Church Kippax PCC	Hall Hire 3rd - 31st May	200.00
06/06/2025	Councillor M. Eyre	Community Pantry expenses	348.00

Appendix B:

Item: 006/FG/2526b- Accounts for Payment			
Payment date	Payee	Description	£
20/06/2025	Society of Local Council Clerks	Clerks Annual Membership	240.00
20/06/2025	HP Instant Ink	Clerks instant Ink	5.76
20/06/2025	Clare Smith	Internal Audit work	300.00
20/06/2025	Councillor L. Eyre	Community Pantry mileage	9.45
20/06/2025	Yorkshire Local Councils Associations	Code of conduct training	27.40
20/06/2025	Caretaker	Mileage	11.70

Appendix C:

Item: 006/FG/2526c - Salaries and Pensions			
Payment date	Payee	Description	£
09/06/2025	NEST Pension Scheme	Pension contributions	192.52
25/06/2025	Employees	Salaries	2,581.52

Appendix D:

Item: 006/FG/2526e. Receipts			
Date	Payee	Details	£
06/05/2025	Pantry Users	Takings and donations	226.88
06/05/2025	Resident	Community Pantry donation	25.00
09/05/2025	Resident	Community Pantry donation	140.00
12/05/2025	Pantry Users	Takings and donations	296.24
15/05/2025	Stall holder	Gala stall	25.00
19/05/2025	Pantry Users	Takings and donations	222.89
19/05/2025	Yorkshire Water	Gala stall	25.00
22/05/2025	Stall holder	Gala stall	25.00
22/05/2025	Stall holder	Gala stall	25.00
23/05/2025	Leeds Christian Community Trust	Pantry grant	1,500.00
23/05/2025	Costco Wholesale	Gala stall	25.00
27/05/2025	Pantry Users	Takings and donations	211.48
31/05/2025	Redwood Bank	Interest	205.92

Appendix E:

Item: 006/FG/2526j. Clerks Multipay Transactions			
Transaction Date	Payee	Description	£
29/05/2025	Canva	Annual Subscription	100.00
02/06/2025	Multipay Card	Monthly fee	3.00

Appendix F:

Item: 006/FG/2526I. Cllr M. Eyre's Multipay Transactions			
Transaction Date	Payee	Description	£
02/05/2025	Lidl	pantry food	5.67
02/05/2025	Tesco	pantry food	9.13
03/05/2025	Torvill's DIY Kippax	Gas for beacon	42.50
06/05/2025	Home Bargains	Frame	4.99
06/05/2025	Willow Farm Park	Eggs	33.00
06/05/2025	Hughie Willett Machinery	Leaf blower	291.60
07/05/2025	Leeds Glass	Glass for Peace Flame information panel	9.54
07/05/2025	Tesco	Pantry food	20.22
08/05/2025	Vinyl Banners Printing	Gala Banners	72.87
08/05/2025	High Speed Training Ltd	First Aid Training	31.20
08/05/2025	High Speed Training Ltd	First Aid Training	31.20
10/05/2025	Tesco	delivery saver	2.49
12/05/2025	Auto Spares Kippax	Materials for Peace Flame	3.00
12/05/2025	Wickes	Materials for Peace Flame	26.59
15/05/2025	Lee Industrial Ltd	Strimmer wire	41.90
17/05/2025	The Original Factory Shop	Flag storage box	12.00
25/05/2025	Ebay	Laminate pouches	8.39
29/05/2025	HP Instant Ink	printer ink	20.99
02/06/2025	Multipay Card	Cllr Eyre Monthly fee	3.00

Appendix G:

Item: 006/FG/2526n. Community Pantry Multipay Transactions			
Transaction Date	Payee	Description	£
02/05/2025	Tesco	Community Pantry food	£116.24
03/05/2025	Bulk Buying Ltd	gloves	£6.99
07/05/2025	Vinyl Banners Printing	Gala Banners	£32.85
07/05/2025	Tesco	Community Pantry food	£104.06
08/05/2025	Tesco	Community Pantry food	£110.62
09/05/2025	Tesco	Community Pantry food	£13.44
09/05/2025	Sainsburys	Community Pantry food	£31.35
09/05/2025	Tesco	Community Pantry food	£159.75
10/05/2025	Sainsburys	Community Pantry food	£15.01
13/05/2025	Home Essentials 4U	Freezer bags	£6.99
14/05/2025	Willow Farm Park	Eggs	£70.00
14/05/2025	Tesco	Community Pantry food	£185.91
15/05/2025	Tesco	Community Pantry food	£19.63
15/05/2025	Tesco	Community Pantry food	£210.23
16/05/2025	Tesco	Community Pantry food	£10.80
16/05/2025	Lidl	Community Pantry food	£11.34

16/05/2025	Sainsburys	Community Pantry food	£15.80
16/05/2025	Tesco	Community Pantry food	£113.55
17/05/2025	Sainsburys	Community Pantry food	£12.00
17/05/2025	Tesco	Community Pantry food	£101.21
22/05/2025	Tesco	Community Pantry food	£130.80
23/05/2025	Lidl	Community Pantry food	£5.67
23/05/2025	Tesco	Community Pantry food	£67.83
24/05/2025	Home Essentials 4U	Food bags	£22.36
27/05/2025	Auto Spares Kippax	Materials for Peace Flame	£3.50
28/05/2025	Tesco	Community Pantry food	£130.61
29/05/2025	Home Bargains	Community Pantry food	£49.05
29/05/2025	Tesco	Community Pantry food	£24.46
29/05/2025	Tesco	Community Pantry food	£197.08
30/05/2025	Tesco	Community Pantry food	£8.32
30/05/2025	Tesco	Community Pantry food	£75.55
31/05/2025	Ebay	Receipt book	£2.29
02/06/2025	Multipay Card	CP card monthly fee	£3.00