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Minutes of the meeting of the Finance and Corporate Governance Committee held Tuesday 8th July 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 12th August 2025

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

Absent: Councillor G. Harwick

012/FG/2526. 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.

013/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

014/FG/2526. Meeting minutes

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

015/FG/2526. Administration

- a. To receive an update on changing the signatory on the Cambridge Building Society account
Ongoing

016/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 17th July 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 July 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 quarterly PAYE liability as £2,888.13
- 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.
- 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 transfer £10,000 from the Unity Reserve Account to the 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.
- 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 petty cash transactions detailed in Appendix E.
- 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 transaction 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 the Councillor M. Eyre's Multipay transaction detailed in Appendix G
- n. To review and confirm the accuracy of the Councillor M. Eyre's Multipay reconciliation to the statements
- o. **It was resolved** to confirm the accuracy of the Councillor M. Eyre's Multipay reconciliation
- p. To review and confirm the accuracy of the Community Pantry Multipay transactions
- q. **It was resolved** to confirm the accuracy of the Community Pantry Multipay transaction detailed in Appendix H
- r. 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
- s. To review and confirm the accuracy of the VAT reclaim for 1st March to 30th June 2025
It was resolved to confirm the accuracy of the VAT reclaim for 1st March to 30th June 2025

017/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
It was resolved to recommend to Full Council to transfer the balance of £1,756.87 on the Peace Flame Reserve to the General Reserve

018/FG/2526. Grants

- a. To review any new grant application to be considered by Full Council on 17th July 2025
It was resolved to report to Full Council that the application from the Kippax Fruit and Vegetable Show meets the grants criteria and that there is budget available.
- b. To review the grant monitoring report and agree any actions
It was resolved to recommend to Full Council to approve extending the period of the grant made to 3rd Kippax Brownies
Councillor M Eyre to request receipts from KAOS and chase the Kippax Welfare Football Club for the evaluation form and photographs.
Clerk to prepare a proposed amendment to the Grants Policy to request the evaluation report and photographs each year of a multi-year grant.

019/FG/2526. Reviews

- a. To review the Data Audit and make recommendation to Full Council
This is being prepared.
- b. To review the Records Management Policy and make recommendation to Full Council
This was reviewed and it was agreed to request clarification from YLCA on which documents need to be kept in paper format.
- c. To review the Retention and Disposal of Disclosures and Disclosure Information Policy and make recommendation to Full Council
To carry forward
- d. To review the requirements of the Local Government Transparency Code for Parish Councils with a gross annual income or expenditure in excess of £200,000 and make recommendation to Full Council
It was resolved to recommend to Full Council no to comply with the recommended practice for the publication of information set out in the Local Government Transparency Code

020/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 12th August 2025 at 7.15pm.
It was resolved to confirm the date for the next meeting of the Finance and Corporate Governance Committee as Tuesday 12th August 2025 at 7.15pm.

Appendix A:

Item: 016/FG/2526a - Payments made between meetings			
Payment date	Payee	Details	£
12/06/2025	Kippax Aerial Services	Take down union jack flags and put up pride flags	120.00
12/06/2025	Comprendo Ltd	Monthly email hosting	85.54
19/06/2025	Rethink Food Charity	Pantry food	164.00
27/06/2025	Competition Winners	scarecrow competition prizes	50.00
30/06/2025	Unity Trust Bank	Bank charges - pantry account	6.00
30/06/2025	Unity Trust Bank	Bank charges - main account	9.45
04/07/2025	Cllr M. Eyre	Community Pantry expenses	248.00
04/07/2025	Kippax Aerial Services	Taking down the pride flags	60.00
04/07/2025	Comprendo Ltd	Annual Microsoft 365 and email accounts	1,055.52
04/07/2025	Comprendo Ltd	Monthly email hosting	85.54
04/07/2025	Comprendo Ltd	Monthly web hosting	30.00

Appendix B:

Item: 016/FG/2526b- Accounts for Payment			
Payment date	Payee	Description	£
17/07/2025	HP Instant Ink	Clerks instant Ink	10.16
17/07/2025	Cllr L. Eyre	Community Pantry mileage	11.70
17/07/2025	Caretaker	Mileage	17.10

Appendix C:

Item: 016/FG/2526c - Salaries and Pensions			
Payment date	Payee	Description	£
08/07/2025	NEST Pension Scheme	Pension contributions	189.44
25/07/2025	Employees	Salaries	2,644.06

Appendix D:

Item: 016/FG/2526i. Receipts			
Date	Payee	Details	£
02/06/2025	Stall Holder	Gala stall	25.00
03/06/2025	Resident	Community Pantry donation	25.00
06/06/2025	Stall Holder	Gala stall	25.00
10/06/2025	Food Vendor	Gala income	40.00
10/06/2025	Food Vendor	Gala income	40.00
10/06/2025	Food Vendor	Gala income	40.00
10/06/2025	Food Vendor	Gala income	50.00
10/06/2025	Residents	Gala and hook a duck fund raising	267.77
10/06/2025	Pantry Users	Takings and donations	165.90
17/06/2025	Stall Holder	Gala stall	25.00
17/06/2025	Pantry Users	Takings and donations	256.66
23/06/2025	Pantry Users	Takings and donations	203.98
30/06/2025	Unity Bank	Interest	348.38
30/06/2025	Pantry Users	Takings and donations	217.59
30/06/2025	Redwood Bank	Interest	199.77

Appendix E:

Item: 016/FG/2526j - Petty cash transactions			
Payment date	Payee	Description	£
11/06/2025	Kippax Service Station	Petrol	6.72

Appendix F:

Item: 016/FG/2526k. Clerks Multipay Transactions			
Transaction Date	Payee	Description	£
16/06/2025	Disclosure and Barring Service	Councillor DBS fee	21.50
02/07/2025	Multipay Card	Monthly fee	3.00

Appendix G:

Item: 016/FG/2526l. Cllr M. Eyre's Multipay Transactions			
Transaction Date	Payee	Description	£
03/06/2025	Pease of Garforth	Church Keys	11.00
04/06/2025	Home Bargains	Gazebo anchors	39.90
04/06/2025	Screwfix Direct Ltd	Walkie talkie batteries	10.99
05/06/2025	Screwfix Direct Ltd	Gazebo straps	34.18
10/06/2025	Tesco	Delivery subscription	2.49
02/07/2025	Multipay Card	Monthly fee	3.00

Appendix H:

Item: 016/FG/2526n. Community Pantry Multipay Transactions			
Transaction Date	Payee	Description	£
03/06/2025	Tesco	Community Pantry food	£167.79
04/06/2025	Willow Farm Park	Eggs	£70.00
04/06/2025	Home Bargains	Community Pantry food	£21.36
05/06/2025	Tesco	Community Pantry food	£184.92
06/06/2025	Tesco	Community Pantry food	£162.90
06/06/2025	Tesco	Community Pantry food	£14.40
10/06/2025	Tesco	Community Pantry food	£90.25
12/06/2025	Tesco	Community Pantry food	£101.22
12/06/2025	Tesco	Community Pantry food	£8.10
13/06/2025	Tesco	Community Pantry food	£87.15
13/06/2025	Sainsburys	Community Pantry food	£20.54
13/06/2025	Tesco	Community Pantry food	£5.25
15/06/2025	AO	Freezer chest	£244.10
16/06/2025	Sabco Packaging	carrier bags	£47.98
17/06/2025	Tesco	Community Pantry food	£21.33
17/06/2025	Home Bargains	community pantry food	£84.32
17/06/2025	Willow Farm Park	eggs	£66.00
18/06/2025	Tesco	Community Pantry food	£152.04
18/06/2025	Asda	community pantry food	£1.47
19/06/2025	Tesco	Community Pantry food	£135.22
19/06/2025	Home Bargains	community pantry food	£47.12
19/06/2025	Tesco	community pantry food	£51.40
19/06/2025	Co-op	Membership fee	£1.00
20/06/2025	Tesco	Community Pantry food	£130.48
21/06/2025	Tesco	Community Pantry food	£52.28
26/06/2025	Tesco	Community Pantry food	£197.74
27/06/2025	Tesco	Community Pantry food	£169.95
27/06/2025	Tesco	Community Pantry food	£18.60
27/06/2025	Tesco	Community Pantry food	£22.88
29/06/2025	HP Instant Ink	Printer ink	£20.99
30/06/2025	Tesco	Community Pantry food	£28.80
30/06/2025	Home Bargains	Community Pantry food	£9.79
30/06/2025	Tesco	Community Pantry food	£8.69
02/07/2025	Multipay Card	Monthly fee	£3.00