



**FINANCE AND ADMINISTRATION (F&A) COMMITTEE**

**Minutes of the meeting held on 26 September 2024 7.30pm – 7.30pm at Colsterworth Methodist Church Hall.**

**This report to be submitted to Full Council on 1st October 2024 with full assurance.**

Members: Cllrs E O'Neill (Chairman) A Bouvie (Vice Chairman) and Cllrs C Hainsworth.

In attendance: The Clerk; S Grant.

**1. APOLOGIES:** Cllr J Clark, valid reason given.

**2. NOTES OF PREVIOUS MEETING (23 MAY 2024)**

Approved and submitted to Parish Council 4<sup>th</sup> June 2024.

**3. RECONCILIATION OF HALF YEARLY ACCOUNTS (APRIL 01 SEPTEMBER 2024 TO 19 SEPTEMBER 2024)**

1. Reconciliation of the half yearly accounts produced from SCRIBE were submitted by the Clerk for scrutiny and received with no comments. These were reconciled to 19<sup>th</sup> September 2024 and can be viewed on the Parish Council website.
2. Summary of Receipts and Payments produced from SCRIBE accounting system to monitor budget control were received with no comments and can be viewed on the Parish Council website.

**4. MONITORING RECOMMENDATIONS/ACTIONS FROM INTERNAL AND EXTERNAL AUDIT**

**External Audit Report 2023 / 2024.**

1. No findings submitted to Parish Council September 2024.

**Internal Audit Recommendations: -**

1. Debit Card for the Clerk – Approved Parish Council meeting 1<sup>st</sup> June 2024 minute ref 2024.35.
2. The Clerk to attend a Play Equipment Training Course – The Clerk attended the training course on 12/09/2024.
3. List of payments linked to the agenda as supporting information on the website and noted as 'Contact the Clerk for details.'
4. Draft CAD Email Policy – Unanimously approved.
5. Draft CAD Training Policy – Unanimously approved with a small amendment by Cllr C Hainsworth.

**Policies for annual review:** The following policies were reviewed and unanimously approved with no changes: - \* **Post meeting amendment also reviewed**

6. CAD Financial Reserves Policy
7. \*CAD Grant Allocation Policy
8. \*CAD Grant Allocation Policy
9. CAD Employment Policy
10. CAD Equal Opportunities Policy
11. CAD Nature Trail Constitution Policy



12. CAD Volunteer Policy
13. CAD Publications Scheme (Updated with current Policies)

#### **5. BUDGET SETTING FOR 2025-2026**

1. A discussion took place and draft budget agreed subject to receipt of the SKDC Precept Calculator for 2025-2026. Draft budget to be submitted to full council on 1<sup>st</sup> October 2024 for approval.

#### **6. TO ANNUALLY REVIEW RISK AND ASSET REGISTERS**

**Risk Management Policy** – Risk Management Policy to be agreed by Parish Council at the 5th November 2024 meeting.

**Risk Register** - Uploaded to the website monthly and working towards green.

**Asset Register** – Uploaded to the website.

#### **7. AGREE CLERKS SALARY REVIEW**

1. Agreed the Clerks jobs fits with Local Councils Job Profile 2 and a salary uplift from spine point LC2 SP20 to spine point - LC2 SP 21. The Clerk again confirmed that they did not wish to contribute to a Pension Fund.

#### **8. COMMUNITY CLEANERS PERFORMANCE REVIEW**

1. The Clerk has regular contact with the Community Cleaners.
2. Both are happy in their job, time sheets are submitted at the end of each month and SKDC bags, equipment and dog waste bags supplied.
3. Risk assessments and Performance Reviews due October 2024.
4. Minimum wage increase applied to Community Cleaners form 1st April 2024.

#### **9. RESERVES REPORT**

- Both SCRIBE and Excel report submitted by the Clerk.
- It was agreed to include in the reserves sufficient to pay 100% of 1 year of total annual Administration Expenses, including staff salaries, at all times = £37,760.

<b>10</b>	<b>Projects and Grant applications</b>	<b>Potential Funding schemes &amp; criteria to be explored.</b>	<b>1.2. 2.6.</b>
	1. War Memorial Restoration Project.	<b>In Progress – See link to Progress Report <a href="#">Click Here</a></b>  Restoration work completed. Final invoice, vat reclaim and FCC Communities Grant to be processed following payment of final invoice to be authorised at the Parish Council meeting 01/10/2024.	



2. War Memorial Information/Interpretation Board SK220 Prosperity Fund Grant	<b>Awarded £1,700</b> (to be used by 31/03/2025)  <b>1. Agenda item for PC Meeting 01/10/2024 for Cllrs to consider siting a Lectern board on the WM Gardens and associated costs.</b>	
3. Community Car Park, Colster Way. Professional Fees for Adverse Possession.	<b>Awaiting next steps from Solicitor.</b>  <b>£3,000 Ear Marked</b>	
4. Nature Trail tree works		<b>£2,000 Ear Marked</b>
5. Old Post Lane Cemetery extension.	<b>Groundworks for extension-</b> <b>£2,000 Ear Marked</b>	
6. Highways & Footpaths Reserves	<b>Road Safety Initiatives</b>  <b>Ear Marked £2,000</b>	
7. Coronation Community Orchard Scheme Grant	<b>Awaiting Outcome.</b> Maintenance costs to be considered.  1. To be reviewed in the next F&A Meeting subject to the grant application being successful.	
8. Colster Way Play Area and Woolsthorpe Road Play Area tree works.	<b>Low branches to be cut back.</b>  1. Agreed as routine maintenance. Quotation for £550 to be agreed at the Parish Council meeting 5 <sup>th</sup> November 2024.	
9. S106 agreement Bourne Road Development	<b>Consult with SKDC for current or future projects</b>  1. Continue to monitor this and potential S106 Agreements.	
10. SK Prosperity Fund	1. SKDC Cllr B Green is taking forward a potential application to the SK Prosperity fund for a temporary roof for St Mary's Church, North Witham.	
11. Neighbourhood Plan Review	<b>On Hold</b>	<b>£2,000</b>

#### 11. ANY OTHER BUSINESS

Cllr E O'Neill suggested adding to the end of each agenda updates from the Clerk or Cllrs who may have attended a training course. Clerk to action this.

#### 12. DATE AND TIME OF NEXT MEETING

To be confirmed.