



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

**Minutes of the meeting held on 30th October 2025 7.30pm – 8.50pm at Colsterworth Methodist Church Hall.**

**This report to be submitted to Full Council on 4<sup>th</sup> November 2025 with full assurance.**

Members: Cllrs M Childs (Chair) , C Russell (Vice Chair}, Cllr E O'Neill and Cllr C Hainsworth.

In attendance: The Clerk; S Grant.

**1. APOLOGIES: None**

**2. NOTES OF PREVIOUS MEETING: 29/05/2025**

Approved and submitted to Parish Council 3<sup>rd</sup> June 2025.

**3. RECONCILIATION OF HALF YEARLY ACCOUNTS (APRIL 01 SEPTEMBER 2025 TO 14<sup>TH</sup> OCTOBER 2025)**

1. Reconciliation of the half yearly accounts produced from SCRIBE were submitted by the Clerk for scrutiny and received with no comments. These 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 2024 / 2025.**

1. No findings submitted to Parish Council September 2025.

**Internal Audit Recommendations:** - Mid Year Internal Audit scheduled for Friday 21<sup>st</sup> November 2025.

**5. BUDGET SETTING FOR 2026 / 2027**

1. A discussion took place and the draft budget agreed subject to receipt of the SKDC Precept Calculator for 2026-2027. Draft budget to be submitted to full council with the Finance and Administration Report on 4<sup>th</sup> November 2025 for approval.

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

**Risk Management Policy** – Risk Management Policy to be agreed by Parish Council at the 4th November 2025 meeting.



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

- Nature Trail Ash Die back and Railings for monitoring on the Risk Report
- Old Post Lane Cemetery Extension – Agenda item for December for a ‘Working Party’.

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

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

1. Recruitment of New Clerk.
2. The Clerk offered their resignation and intention to retire on 11/08/2025. Recruitment of the New Clerk is in process.
3. It was resolved that, under the delegated authority of the Finance and Administration committee, should no additional competitive or suitable applications be received by the vacancy advertisement closing date of 10th November, the position of Clerk and Responsible Financial Officer will be offered to candidate 'A' on 11th November 2025 subject to references.
4. New Clerk salary at £14.82ph (NALC SCP12 2025 Pay Award) 17hrs per week.

## **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 November 2025.
4. Minimum wage increase applied to Community Cleaners from 1st April 2025.

## **9. RESERVES REPORT**

- SCRIBE reserves 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 = **£44,000.00**

<b>10.</b>	<b>Projects and Grant applications</b>	Potential Funding schemes & criteria to be explored.	1.2. 2.6.
	Projects and Grant applications	Potential Funding schemes & criteria to be explored. Ideas/Suggestions for new projects for 2025/2026. <ul style="list-style-type: none"><li>• S137 amount £11.10 per elector.</li></ul> Recommendations below: -	

**Earmarked**



Community Fund	£193.11
Highways & Footpaths <a href="#">highways-footpaths-report-september-2025</a>	£2,000.00
Newton Project (Closed)	£0.00
Nature Trail	£3,000.00
Neighbourhood Plan	£2,000.00
Election costs reserves	£2,281.73
1yr Administration Expenses	£44,000.00
Office equipment upgrade	£150.01
Nature Trail Interpretation Board Project	£550.00
Community Car Park Adverse Possession Project	£3,000.00
Old Post Lane Cemetery Extension <b>Step 1</b> Planning application submitted to SKDC on 17.10.2025. <b>Step 2</b> Agenda item for December 2025 to set up a 'Working Party'. Draft layout of Cemetery extension to be agreed. <b>Step 3</b> Make a written request to Lincoln Diocese for a Petition of Consecration of the area of land to be identified as consecrated ground. <b>Step 4</b> Resolve to update the proprietor's correspondence address on the Title Register. (Advised by SKDC Planning Department to complete this once the Planning Application has been completed.)	£1,635.17
North Witham Village Hall Grant (Closed)	£0.00
War Memorial Maintenance Reserve	£1,079.67
Recruitment and Training of New Clerk	£1,630.00
Brick Bus Shelter Upgrade	£1,000.00
War Memorial Contingency Fund	£0.00
New Notice Board Co-op – Agenda item for December 2025	£2,000.00
<b>Total</b>	<b>£64,519.69</b>
<b>Earmarked</b>	

## 11. ANY OTHER BUSINESS

The Clerk has a Customer Review telephone appointment with HSBC at 10am Friday 31<sup>st</sup> October 2025 as part of their commitment against fraud and crime.

- **Post meeting note** – Customer Safeguarding Review completed at 10am 31.10.2025. Confirmation letter to follow.

## 12. DATE AND TIME OF NEXT MEETING

To be confirmed.

Meeting ended at 20.50hrs.