



FINANCE AND ADMINISTRATION (F&A) COMMITTEE

Minutes of the meeting held on 16th April 2026 7:30pm – 9:26pm at Colsterworth Methodist Church Hall.

This report to be submitted to Full Council on 5th May 2026 with full assurance.

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

In attendance: The Clerk, E. Parfitt.

1. APOLOGIES: Cllr M. Childs – valid reason given.

2. APPOINTMENT OF CHAIR AND VICE CHAIR:

Deferred until next F&A meeting. Cllr C. Russell (Vice Chair) agreed to chair the meeting.

3. NOTES OF PREVIOUS MEETING (30TH OCTOBER 2025):

Approved and submitted to Parish Council 4th November 2026. Minute ref. 2025.115.

4. TO ANNUALLY REVIEW THE FINANCIAL REGULATIONS (FIRST MEETING AFTER APPOINTMENT OF COMMITTEE):

Subsequent to Agenda Item 2, review is deferred until next F&A meeting.

5. RECONCILIATION OF HALF YEARLY ACCOUNTS (1ST OCTOBER 2025 TO 31ST MARCH 2026):

The Bank Accounts are reconciled and approved at each Parish Council meeting and uploaded to the CADPC Website – [SCRIBE Accounting Reports & Budget – Colsterworth and District Parish Council](#)

Summary of Receipts and Payments are produced from the SCRIBE accounting system to monitor budget control and produced to full Council monthly and uploaded to the website. Showing % +/- / under/overspend.

Bank Balances at 31/03/26.

- Community Account £9,661.15
- Community Savings Account £52,899.79
- **Total £ 62,560.94**

Total Receipts for 2025/2026 = £62,003.03 (Excl VAT)

- **Budgeted receipts of £61,860.80**
- **Actual receipts of £62,003.03**

Total Payments for 2025/2026 = £62,127.34 (Excl VAT)



- **Budgeted payments £61,861.00**
- **Actual payments £62,127.34**

6. MONITORING RECOMMENDATIONS/ACTIONS FROM INTERNAL AND EXTERNAL AUDIT:

- 1. Final Internal Audit report 2025/2026**
Audit yet to take place.
- 2. External Audit Auditor’s Report and Certificate 2024/2025** – No findings or recommendations.
- 3. External AGAR 2025/2026**
Audit yet to take place.

7. TO ANNUALLY REVIEW RISK AND ASSET REGISTERS:

- 1. Risk Register** – Received with suggestion to update to clean up historic information. Clerk to refresh projects and update as necessary. Uploaded to the website monthly and working towards green.
- 2. Asset Register** – Reviewed and discussed.

The Clerk has reviewed the asset register with the insurance schedule to ensure that all assets as recorded are appropriately insured or “self-insured” by the Authority.

The asset register is provided for the Insurance Company and on Section 9 of Section 2 of the AGAR Accounting Statement.

8. RESERVES REPORT:

- SCRIBE reserves report submitted by the Clerk for review.
Cllrs recommendations: -

To increase the Old Post Lane Cemetery Extension reserve to £5,635.17.
 To remove the reserve fund for the Community Carpark Adverse Possession.
 To remove the reserve fund for the Brick Bus Shelter Upgrade (project completed).

9. PROJECTS AND GRANTS APPLICATIONS:

Projects and Grants applications	Potential Funding schemes & criteria to be explored. Ideas/Suggestions for new projects for 2026/2027. Recommendations below: - SKDC Community Fund – look into expanded criteria with a view to creating/expanding the Village Heritage Trail.
£193.11	1. Community Fund
£2000.00	2. Highways & Footpaths
£3061.72	3. Nature Trail



£2,000.00	4. Neighbourhood Plan
£2281.72	5. Election Costs Reserves
£44000	6. 1yr Administration Expenses
£150.01	7. Office Equipment Upgrade
£300.00	8. Nature Trail Information Board (Phase II)
£5635.17	9. Old Post Lane Cemetery Extension
£1079.67	10. War Memorial Maintenance
£1563.33	11. Recruitment and Training of New Clerk
£2000.00	12. New Notice Board Co-Op
£64,264.74	Total Reserve Fund

10. MATTERS REQUIRING URGENT ATTENTION:

Clerk's Probationary Period (end date 17th May 2026).

Cllrs to recommend confirmation of Clerk's employment at the next Parish Council meeting Tuesday 5th May 2026.

Temporary Cover for Clerk's Upcoming Leave (1 st July to 2nd November 2026).

Resolve to approve Clerk's leave request.
Unanimously approved.

Cllrs recommendations: -

- Put in an enquiry with LALC about process if a locum/cover is not in place.
- Contact other parish clerks regarding providing cover.
- Create plan for finances to be handled via chequebook with Clerk to reconcile on return from leave.
- Clerk to create a planning calendar with task instructions.
- Next F&A Committee meeting and budget setting to be deferred until November 2026. Clerk to work on budget prior to leave.
- Cllr C. Russell and Mrs. Winn to take over running of In Touch during the leave period.
- Plan to create an 'Out of Office' automatic reply on the Clerk's email account to signpost correspondence to alternatives for urgent enquiries.
- Clerk to research what changes can be made to the frequency of HMRC PAYE payments and managing payroll in advance of leave.
- Handover meeting to be scheduled in June with councillors.
- Clerk to create information packs on procedures for allotments and the cemetery.
- All necessary information to be backed up to the Cloud and shared with Chair and Vice-Chair of the Parish Council.

11. DATE AND TIME OF NEXT MEETING

To be held in November 2026 and include budget setting for 2027/2028. Date to be confirmed.

Meeting ended at 9:26pm.