



FINANCE AND ADMINISTRATION COMMITTEE

Minutes of the meeting held remotely by Zoom video conferencing on 20th October 2020 from 7.30pm – 8.08pm

This report to be submitted to Full Council on 3rd November 2020 with full assurance.

Present: Cllrs C Hainsworth, L McShane, A Bouvie and Clerk S Grant

1. APOLOGIES: None

2. NOTES OF THE PREVIOUS MEETING 23RD JUNE 2020

Approved and submitted to Parish Council September 2020.

3. RECONCILIATION OF Q2 ACCOUNTS (JULY TO SEPTEMBER).

3.1 Quarter 2 Report produced from SCRIBE accounting system to monitor budget control. Explanation of variances provided by the Clerk.

3.2 Financial reports produced from SCRIBE accounting system and HSBC bank statements were submitted by the Clerk for scrutiny.

3.3. These reports and bank statements were reconciled to 30th September 2020 at £66,778.87. Less unrepresented cheques of £4,927.28 = £61,851.59

4. MONITORING RECOMMENDATIONS/ACTIONS FROM INTERNAL AND EXTERNAL AUDIT

External Audit Report

4.1 No findings from the External Audit Report submitted to Parish Council September 2020.

Internal Mid-Year Audit Report

4.2 The Clerk has made a successful transition to the new Parish Council website.

4.3 The information provided on the SCRIBE Accounting section of the website clearly demonstrates a continuing organisation of the Councils affairs that should provide Parishioners with confidence of the administration of their Parish Council.

4.4 To review the current Complaints Policy to allow for unreasonable and persistent complaints made against either Councillors or Staff.

5. ACTION PLAN FROM MINUTE 2020.70 OCTOBER 2020.

5.1 A verbal update by the Chair that the formal letter has been sent to and received by the Clerk.

5.2 The Action Plan will be submitted to full Council on the meeting of 3rd November for approval.

6. BUDGET SETTING FOR 2021/2022

6.1 Draft 2021/2022 Budget scrutinised and recommend to be submitted to full council for approval 3rd November 2020 meeting.

7. TO ANNUALLY REVIEW RISK AND ASSET REGISTERS (SEPTEMBER 2020).

7.1 The Clerk is monitoring the Risk Exception Report and working items towards status green.

7.2 The Parish Council maintains General Reserves sufficient to pay 100% of 1 year of total annual Administration Expenses including staff salaries.

7.3 Asset register provided by the Clerk.

8. PROJECTS GRANTS AND APPLICATIONS



<p>Projects and Grant applications</p> <ul style="list-style-type: none">War Memorial	<p>War Memorial Maintenance 2019/2020 £2,000.00 -£1,954.00 less PPIY first phase</p> <p>War Memorial Maintenance 2020/2021 £2,000.00 Invest SK Grant War Memorial £2,000.00 War Memorial Grant £1,500.00 Balance = £5,546.00</p> <ul style="list-style-type: none">The Project has moved to Phase 1b and 1c. Ratified at the June 2020 Parish Council meeting. Project remains COVID-19 affected.
<ul style="list-style-type: none">Nature Trail	<p>£2,000 Ear marked for tree works on the Nature Trail.</p> <ul style="list-style-type: none">A tree survey is planned.
<ul style="list-style-type: none">North Witham Village Hall Play Area	<p>£4,000 ear marked for North Witham new play equipment project (FCC Grant application.) - £250.00 North Witham Play Area legal fees = £3,750</p> <ul style="list-style-type: none">FCC Grant Application submitted September 2020 awaiting outcome December 2020.Rotary Club Grant Application - Email received on 16/10/2020 from Roger Graves of the Rotary Club. They regret that on this occasion the application has been unsuccessful. With the Covid-19 outbreak they have had to look very carefully in more detail at each application and it is not known if the swim marathon will take place in 2021.
<ul style="list-style-type: none">Highways and Footpaths	<p>£4,977.16 Ear Marked for traffic calming/white gates project.</p> <ul style="list-style-type: none">Enquiries ongoing for white gates.
<ul style="list-style-type: none">Gardeners & Allotment Holders Grant Request for 2020 & 2021.	<p>£100 for Summer/Autumn 2020 & £200 for summer planting 2021 and winter planting 2021/22.</p> <ul style="list-style-type: none">Agreed in the June 2020 Parish Council Meeting minute ref 2020.73.

9. ANY OTHER BUSINESS

None

10. DATE AND TIME OF NEXT MEETING

TBC.