



FINANCE AND ADMINISTRATION (F&A) COMMITTEE

Minutes of the meeting held remotely by Zoom video conferencing on 20th April 2021 7.30pm – 7.20pm

This report to be submitted to Full Council on 4th May 2021 with full assurance.

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

1. APOLOGIES: None

2. APPOINTMENT OF CHAIR AND VICE CHAIR

Councillor A Bouvie nominated Councillor C Hainsworth to be chair. Councillor Hainsworth volunteered to Chair the meeting prior to the election of lead Councillors for the F&A Committee at the Annual Parish Council Meeting 4th May 2021.

3. NOTES OF PREVIOUS MEETING (20TH OCTOBER 2020)

Approved and submitted to Parish Council 3rd November 2020.

4. RECONCILIATION OF HALF YEARLY ACCOUNTS (OCTOBER 2020 TO MARCH 2021)

Reconciliation of half yearly accounts were submitted by the Clerk for scrutiny. These were reconciled to 31 March 2020:

- Accumulative budgeted receipts of £50,136.00 actual receipts £51,645.70. Difference due to receipt of Grants from The War Memorials Trust and SKDC.
- Accumulative budgeted payments £49,385.00 actual payments £42,962.32. Difference due mainly to unspent Play Area budget due to COVID-19 and outstanding In Touch renewal invoices posted in March 2020 being paid in April after the 2020/2021 financial year.

6. MONITORING RECOMMENDATIONS/ACTIONS FROM INTERNAL AND EXTERNAL AUDIT

Rental agreements see PC February Meeting 2021 Minute Ref's: 2020.126 & 2020.127

Internal Audit: The Clerk read out the following statement from the Internal Audit Report: -

“There continues to be clear evidence of finance and governance of procedures that should provide parishioners with confidence in the administration of their Parish Council. Internal controls are adequate and effective and have been robustly adjusted to deal with the consequences of the Covid19 situation. Minutes of both the Council and committees are detailed and yet specific to the agenda item. The new website has been set up and conforms to the reporting requirements for Transparency.”

- Emergency Powers had been implemented by Chair to the Council Caroline Hainsworth on 24th March 2020.
- No recommendations were made by the Internal Auditor.

Internal Audit Report uploaded to the website.

Review The Annual Governance Statement 2020/20221

- 1. Approval of Annual Governance Statement section 1.**
 - Approved Unanimously
- 2. Annual Governance statement section 1 (to be signed at PC Meeting 04/05/2021)**
 - Approved Unanimously
- 3. Approval of Annual Governance Statement section 2.**
 - Approved Unanimously



4. Annual Governance statement section 2 (to be signed at PC Meeting 04/05/2021)

- Approved Unanimously

5. Approval of Accounting Statements 2020.2021

- Approved Unanimously

6. RESERVES REPORT

- Approved Unanimously and uploaded to the website.

7. TO ANNUALLY REVIEW RISK INCLUDING COVID-19 RESTRICTIONS AND ASSET REGISTERS

Risk Register - When the Risk Register is being implemented it will be uploaded to the website monthly.

Asset Register – Councillor Hainsworth raised the question of depreciation. The Clerk explained that once an asset is recorded on the asset register the value must not change, depreciation is not used for Parish/Local Councils.

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

8. PROJECTS GRANTS AND APPLICATIONS

Community Fund	£193.11
War Memorial Maintenance 2019/2020	£2,000.00
Less PPIY first phase	-£1,954.00
War Memorial Maintenance 2020/2021	£2,000.00
Invest SK Grant War Memorial	£2,000.00
WMT Grant	£1,500.00
North Witham Play Area	£4,000.00
Less Legal fees	-£250.00
Less FCC Third Party Payment	-£3,351.53
Nature Trail	£2,000.00
Highways & Footpaths Min Ref 18/48.5	£4,977.16
Election Costs reserves from 2019	£1,788
Neighbourhood Plan	£2,000
Isaac Newton Project	£1,000
Total	£17,902.74

- No questions or comments raised.

9. ANY OTHER BUSINESS

Policies and procedures for review:

Communications Policy - **Resolve to move into closed session in accordance with the Public Bodies (Admission the Public Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to the following matter.**

- Unanimously approved to accept the recommendations by the delegated powers of the F&A Committee.

CAD Standing Orders - Next Review May 2021 (brought forward)

Councillor Hainsworth raised the recommendations identified by the Clerk from the NALC Model Standing Orders revised 2020 and a short discussion took place.

- Unanimously approved to adopt and include the amendments recommended by the Clerk and F&A Committee and incorporate them in the existing CAD Standing Orders. Uploaded to website.



CAD Financial Reserves Policy - Next Review July (brought forward)

- No new guidance. Approved unanimously. Uploaded to website.

CAD Code of Conduct - Next Review July 2021(brought forward)

- No new guidance (Gender adjectives replaced as gender neutral). Approved unanimously. Uploaded to website.

CAD Social Media Policy - Next Review July 2021: (brought forward)

- No new guidance. (Gender adjectives replaced as gender neutral). Approved unanimously. Uploaded to website.

10. DATE AND TIME OF NEXT MEETING
--

Tuesday 19th October 2021 at 7.30pm. Venue to be confirmed.