



FINANCE AND ADMINISTRATION (F&A) COMMITTEE

Minutes of the meeting held on 19th October 2021 7.30pm – 8.50pm at Colsterworth Village Hall.

This report to be submitted to Full Council on 2nd November 2021 with full assurance.

Present: Cllrs C Hainsworth, L McShane, A Bouvie, E O'Neill and Clerk S Grant

1. APOLOGIES: None

Councillor C Hainsworth agreed to continue to act as chair as agreed at the previous F&A Meeting held on 20th April 2021.

2. NOTES OF PREVIOUS MEETING (20TH APRIL 2021)

Approved and submitted to Parish Council 4th May 2021.

3. RECONCILIATION OF HALF YEARLY ACCOUNTS (APRIL 2021 TO OCTOBER 2021)

Reconciliation of half yearly accounts were submitted by the Clerk for scrutiny.

These were reconciled to 6th October 2021:

1. Accumulative budgeted receipts of £48,957.00 - Actual receipts £45,688.35. Actual receipts inflated due to Grants received from FCC Communities Foundation and SKDC of £19,445.51.
Actual receipts less Grant income = £26,424.84
2. Accumulative budgeted payments £48,585.00 - Actual payments £58,466.13. Actual payments inflated compared to this time the previous year due to including payments of £36,872.00 for 1* North Witham New Play equipment 1st instalment £20,883.01, 2* War Memorial of £3430.80 Project Architect fees (From Reserves) & 3* Improvements to Nature Trail Steps of £3400.00 (From Reserves).
3. **Actual Payments less 1*, 2* & 3* = £21,594.13**
4. Summary of Receipts and Payments produced from SCRIBE accounting system to monitor budget control. Explanation of variances provided by the Clerk.

3. MONITORING RECOMMENDATIONS/ACTIONS FROM INTERNAL AND EXTERNAL AUDIT

1. No findings from the External Audit Report submitted to Parish Council September 2021.
2. Internal Audit Recommendations: -
3. In addition to reporting budgeted and actual expenditure at F&A Meetings recommendation to include this in normal Council Meetings. The Clerk already uploads the Summary of Receipts and Payments which included budgeted and actual expenditure to the website monthly and includes this on the Monthly meeting agendas.
4. Monitor any build-up of unspecified reserves.

6. BUDGET SETTING

- A discussion took place and budget agreed and Precept setting to be submitted to full council at 2nd November 2021 for approval.

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

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

Asset Register – Councillor E O'Neill 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.

Extract below from Joint Panel on Accountability and Governance (JPAG) published by the National Association of Local Councils (NALC)



5.148. For authorities covered by this Guide, an appropriate and commonly used method of fixed asset valuation for first registration on the asset register is at acquisition cost. This means that in most circumstances once recorded in the asset register, the recorded value of the asset will not change from year to year, unless the asset is materially enhanced. Commercial concepts of depreciation, impairment adjustments, and revaluation are not required or appropriate for this method of asset valuation. For reporting purposes therefore, the original value of fixed assets will usually stay constant throughout their life until disposal.

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

8. AGREE CLERKS SALARY REVIEW

- Agreed the Clerks jobs fits with Local Councils Job Profile 2 and a salary increment to LC2 SP 18. The Clerk freely agreed to opt out of the Work Place Pension following Re-Enrolment.

9. COMMUNITY CLEANERS PERFORMANCE REVIEW

- The Clerk conducted telephone appraisals in April with the Community Cleaners Mark Robertshaw and Kevin Atter. Both are happy in their job, time sheets are submitted at the end of each month and SKDC bag, equipment and dog waste bags supplied.
- Minimum wage increase applied to Community Cleaners form 1st April 2021.

10. RESERVES REPORT

- Both SCRIBE and Excel report submitted by the Clerk.

11. PROJECTS AND GRANT APPLICATIONS

| Projects and Grant applications | Potential Funding schemes & criteria to be explored. |
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| <ul style="list-style-type: none">• War Memorial | War Memorial Maintenance 2019/2020 £2,000.00 -£1,954.00 less PPIY first phase £2,000.00 War Memorial Maintenance 2020/2021 £2,000.00 Invest SK Grant War Memorial £1,500.00 War Memorials Trust Grant -3430.80 less PPIY second phase Balance = £2,115.20 |
| <ul style="list-style-type: none">• Nature Trail | £2,000 Ear marked for tree works on the Nature Trail. -£680.00 less PC SKDC Grant contribution Balance = £1,320.00 |
| <ul style="list-style-type: none">• North Witham Village Hall Play Area | £4,000 ear marked for North Witham new play equipment project (FCC Grant application.) -£300.00 Legal fees for Lease -£3,351.53 Third Party Contribution Balance = £398.47 Project ended reserve balance to be transferred to the general fund. £4,977.16 Ear Marked for traffic calming. |



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| <ul style="list-style-type: none">• Highways & Footpaths• Gardeners & Allotment Holders Grant Request for 2022/2023• Colsterworth Festival of Remembrance | <p>£200 for winter planting 2022/23 to be included in 2022 – 2023 budget.</p> <p>£100 to be included in 2022-2023 budget</p> |
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10. ANY OTHER BUSINESS

- None

10. DATE AND TIME OF NEXT MEETING

To be confirmed.