

### FINANCE AND ADMINISTRATION COMMITTEE

Minutes of the meeting held remotely by Zoom video conferencing on 23<sup>rd</sup> June 2020 from 7.30pm – 8pm

### This report to be submitted to Full Council on 7<sup>th</sup> July 2020 with full assurance.

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

### 1. APOLOGIES: None

# 2. APPOINTMENT OF CHAIR AND VICE CHAIR

Councillor C Hainsworth was unanimously elected to remain as Chair and A Bouvie was unanimously elected as Vice Chair.

#### 3. NOTES OF PREVIOUS MEETING (19<sup>TH</sup> NOVEMBER 2019)

Approved and submitted to Parish Council 3<sup>rd</sup> December 2019

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

Councillor Hainsworth explained that the first F&A meeting of the year had been delayed from April 2020 due to the COVID-19 pandemic. She then gave a short explanation of the Terms of Reference which provide scrutiny and operational support to the Clerk. The Financial Regulations had been ratified at the May 2020 Council Meeting.

# 5. RECONCILIATION OF Q4 ACCOUNTS (JANUARY TO MARCH 2020)

Reconciliation of Q 4 accounts were submitted by the Clerk for scrutiny. These were reconciled to 31 March 2020:

- Accumulative budgeted receipts of £49,138 actual receipts £53,384.11. Difference due to receipt of Grants from SKDC, InvestSK and the Co-op
- Accumulative budgeted payments £48,125.00 actual payments £43,370.77. Difference due mainly to Election budget of £2,000 not required (placed in reserves) and outstanding In Touch renewal invoices posted in March 2020 being paid in April after the 2019/2020 financial year.

#### 6. TO REVIEW RENTAL AGREEMENTS

It had been agreed in the February meeting that there would be no change to the InTouch renewals and allotment rents.

#### 7. MONITORING RECOMMENDATIONS/ACTIONS FROM INTERNAL AUDIT

- 7.1. Internal audit completed 26<sup>th</sup> April 2020. Report published on the website. Internal Audit Report completed and signed by the Internal Auditor.
- 7.2. The Parish Council achieved a 'Yes' for all internal control objectives.
- 7.3. The Internal auditor stated that there is clear evidence throughout both finance and governance of procedures that should provide parishioners with confidence in the administration of their Parish Council. Minutes in particular are detailed.
- 7.4. The Internal auditor stated that there is now a competent website and that because of Coronavirus the audit process had thrown greater prominence the role of the Parish Council's website as a critical tool for reporting requirements and transparency.

#### 7.5. Recommendations will be addresses going forward.

Continuing need to monitor size and scope of balances carried forward.



To implement a reserves policy. The Clerk and Councillor Hainsworth have already acted on this and Draft Reserves policy will be submitted for ratification at the next Parish Council meeting in July. Budget setting September for October 2020 F&A meeting.

# 8. PROJECTS GRANTS AND APPLICATIONS

Projects and Grant applications	
War Memorial	War Memorial Maintenance 2019/2020 £2,000.00 -£1,954.00 less PPIY first phase
	War Memorial Maintenance 2020/2021 £2,000.00
	Invest SK Grant War Memorial £2,000.00 Balance = £4,046.00
	• The Project has moved to Phase 1b and 1c. Ratified at the June 2020 Parish Council meeting.
Nature Trail	£2,000 Ear marked for tree works on the Nature Trail.
	• Councillor Ramage suggested arranging a survey of the condition of the tress for budget setting 2021/2022
North Witham Village Hall     Play Area	£4,000 ear marked for North Witham new play equipment project (FCC Grant application.)
	Project moving forward awaiting feedback from NWVH
	Committee on draft lease. Legal fees not included in above figure.
Highways and Footpaths	<ul> <li>£4,977.16 Ear Marked for traffic calming/white gates project.</li> <li>On hold due to COVID-19.</li> </ul>
Gardeners & Allotment Holders Grant Request for 2020 & 2021.	<ul> <li>£100 for Summer/Autumn 2020 &amp; £200 for summer planting 2021 and winter planting 2021/22.</li> <li>Agreed in the June 2020 Parish Council Meeting.</li> </ul>

# 9. ANY OTHER BUSINESS

None

# **10. DATE AND TIME OF NEXT MEETING**

Tuesday 20<sup>th</sup> October 2020 at 7.30pm.