



FINANCE AND ADMINISTRATION COMMITTEE
Minutes of the meeting held on 19th November 2019 at the Village Hall 7.30 pm to 9.05pm

This report to be submitted to Full Council on 3rd December 2019 with full assurance

Present: Cllrs C Hainsworth, Cllr L McShane & J Skelton and Clerk S Grant. Cllr A Bouvie in attendance observing.

1. APOLOGIES: Cllr J Clark

2. NOTES OF PREVIOUS MEETING (23.07.19)

Approved and submitted to Parish Council September 2019.

3. RECONCILIATION OF Q2 ACCOUNTS (JULY TO SEPTEMBER 2019) - TOR 2.1 & 2.13

3.1 Forward agenda from the July F&A meeting Cllr C Hainsworth was unanimously elected as Chairperson for the Finance and Administration Committee.

3.2. Quarter 2 Report produced from SCRIBE accounting system to monitor budget control. Explanation of variances provided by the Clerk. 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 2019 at £51,736.52 (to take account of un-presented cheques at £4,207.01)

3.4 It was agreed that the SCRIBE Report 'Net Position by Cost Centre and Code' including budget figures will be circulated to all Councillors at each Parish Council meeting and uploaded to the website for transparency.

3.5 It was agreed that there was no requirement for an F&A meeting in January 2020. The Clerk will circulate SCRIBE reports monthly as at 3.4.

4. MONITORING RECOMMENDATIONS/ACTIONS FROM INTERNAL AND EXTERNAL AUDIT - TOR 2.14

4.1 **External Audit** report reported to Council 3rd September 2019.

Internal Audit Recommendations

4.2 **Budget Process** – SCRIBE Report 'Net Position by Cost Centre and Code' including budget figures will be circulated to all Councillors at each Parish Council meeting and uploaded to the website for transparency.

4.3 **Policies** – A summary table has been included on the website showing the dates of the next revision of each policy.

4.4 **Training** – All new Councillors are given 'The New Councillors Guide' and encouraged to attend the Lincolnshire Association of Local Councils (L.A.L.C.) 'New Councillor Course' and other courses offered by L.A.L.C.

5. Budget Setting 2020/2021 – 2.3, 2.4 & 2.5

5.1 Draft 2020/2021 Budget discussed and agreed. To be submitted to full council for approval 3rd December 2019 meeting.

5.2 Recommendation to be made to full Council in the December meeting that Skillington and Corby Glen Parish Councils take on the P.A.Y.E. responsibilities for the Community Cleaners.

6. To annually Review Risk and asset register. (October 2019) – TOR 2.10

6.1 No further exception reports agreed by Parish Council October meeting 2019 and removed from agenda until any future risk exception presents.

6.2 Asset register provided by Clerk/RFO.



7. PROJECTS AND GRANT APPLICATIONS – TOR 2.6

7.1. War Memorial

The War Memorial Trust have offered a Grant of £1,500 towards the War Memorial structural survey. Total cost for phase1 by PPIY Architects is £4,393. There are ring-fenced monies in reserves for this project. Cllr Ramage is awaiting the outcome of the InvestSK grant application.

7.2 Nature Trail

A grant of £342.80 has been received from The Lincolnshire Community Wildlife Grant. A list of all equipment purchased using Parish Council funds to be maintained. Equipment to be inspected annually and included in the Risk Assessment completed twice each year.

7.3 Summer Fitness Camp

A suitable available venue has not yet been secured to start the process for 2020.

7.4 North Witham Village Play Area

This is on the agenda for the 3rd December Parish Council meeting.

7.5 Gunby PCC Grant Request – This was resolved at the Parish Council meeting 30th October 2019. That on receipt of an invoice for maintenance of the church yard the Council will make a grant of up to a maximum of £150 Minute Ref: 19.138.

7.6 Newton Project - This was resolved at the Parish Council meeting 30th October 2019. A discussion took place and it was agreed in principle by a majority of 7 for and 3 against, subject to satisfying the Councils legal responsibilities. Minute Ref 19.40.

8. ANY OTHER BUSINESS

Cllr J Skelton brought up the subject of Parish Council Asset Register and depreciation. The Clerk explained that the asset register is maintained to record the initial cost of each item. There has been no requirement to include depreciation, but this can be investigated for the future should it be required.

The Clerk will maintain a register of the equipment purchased for the Nature Trail and incorporate this in the Risk Assessment conducted twice yearly.

9. DATE AND TIME OF NEXT MEETING

April 2020 date TBC.