



FINANCE AND ADMINISTRATION COMMITTEE
Minutes of the meeting held on 23rd July 2019 At the Village Hall 7.30 pm to 8.50pm

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

Present: Cllrs C Hainsworth Co-Opted as Cllr L McShane had given prior valid apologies, J Clark and A Walden and Clerk S Grant

1. APOLOGIES: Cllr L McShane

2. NOTES OF PREVIOUS MEETING (9TH APRIL 2019)

Approved and submitted to Parish Council July 2019

3. RECONCILIATION OF Q1 ACCOUNTS (APRIL TO JULY 2019)

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

2.1. These reports and bank statements were reconciled to 28th June 2019 at £60,489.24 (to take account of unrepresented cheques at £4,215.52)

2.2. The Finance and Administration Committee were reminded to acquaint themselves with the financial regulations.

It was agreed to defer appointment of a Chairperson until the next F&A Meeting in October.

It was agreed to Co-opt another member to the Finance and Administration at the September Parish Council meeting.

2.12. End of year accounts submitted to external auditors.

2.13. Quarter 1 Report produced from SCRIBE accounting system to monitor budget control. Explanation of variances provided by the Clerk.

4. MONITORING RECOMMENDATIONS/ACTIONS FROM INTERNAL AND EXTERNAL AUDIT

2.14 **Budget setting** – The Budget is now displayed on the website.

Risk – Agreed to co-opt another member for the Finance & Administration Committee.

Website – The Clerk to arrange for the Environment & Amenities and Highways and Footpaths working groups reports to be published on the website separately under their own headings together with any relevant supporting documentation.

Reserves - Reserves policy to be reviewed in conjunction with 2020/2021 budget setting process.

Interest - The Clerk has investigated interest rates with HSBC Bank and there is no higher rate that can be offered.

Awaiting completion of Section 3 Annual Governance and Accountability Return (AGAR) 2018/19. This will be reported to Council once received from external auditors, PFK Littlejohn.

5. PROJECTS AND GRANT APPLICATIONS

5.1. War Memorial

Cllr Ramage continues to investigate the War Memorial Grant Schemes. There are ring-fenced monies in reserves for this project. Cllr Ramage to feedback to Claire Saunders at InvestSK the outcome of the War Memorial Trust grant application when it is received.

5.2 Nature Trail

The Nature Trail has been successful in winning a Lincolnshire Community Wildlife Grant of £428.50 towards the costs of tools and materials to help volunteers improve access to the Nature Trail by repairing and installing handrails and steps to the old railway nature trail. The Parish Council has written to LCC Environmental Services to accept the award. The Grant is to be claimed before 1st February 2020 once the works have been completed to the County Councils satisfaction.



5.3 Summer Fitness Camp

The Clerk is to make contact with Jack Hubbard at 'Finding Fitness' to start the process for 2020.

5.4 North Witham Village Play Area

Contact has been made with InvestSK who are keen to support this initiative.

5.5 Gunby PCC Grant Request – This will be forward agenda to October.

6. ANY OTHER BUSINESS

Policies and procedure for review due September 2019.

The Clerk will contact Wicksteed Leisure Limited to enquire if there is any movement on the price of the recent play area inspection quotations and if they offer an annual maintenance contract.

The Clerk will enquire as to the availability of the Bugler for Remembrance Parade 10th November 2019 under the same terms as the previous year.

7. DATE AND TIME OF NEXT MEETING

Next routine meeting to be confirmed in October.