



Colsterworth & District Parish Council

FINANCE AND ADMINISTRATION (F&A) COMMITTEE

**Minutes of the meeting held on 19th April 2022 7.30pm – 8.40pm at Colsterworth Methodist Church Hall.
This report to be submitted to Full Council on 3rd May 2022 with full assurance.**

Present: Cllrs C Hainsworth, A Bouvie, E O'Neill and the Clerk S Grant in attendance.

1. APOLOGIES: Cllr L McShane – valid reasons given.

2. APPOINTMENT OF CHAIR AND VICE CHAIR:

Councillor C Hainsworth agreed to continue to act as chairperson.

3. NOTES OF PREVIOUS MEETING (19TH OCTOBER 2021)

Approved and submitted to Parish Council 2nd November 2021. Minute ref; 2021.93.4.

4. TO ANNUALLY REVIEW THE FINANCIAL REGULATIONS.

Recommended to increase point 4.1 (Budgetary control and authority to spend) from £500 to £1,000 in line with point 6.15 (instructions for making payments) as resolved 1st February 2022 minute ref 2021.126.4.1.

5. RECONCILIATION OF Q1 – Q4 ACCOUNTS (APR 2021 TO MARCH 2022)

Reconciliation of the yearly accounts were submitted by the Clerk for scrutiny.
These were reconciled to 31 March 2022:

1. Accumulative budgeted receipts of £48,957.00 actual receipts £94,407.56. Receipts difference mainly due to: -
 - £31,147 grant from FCC Communities Foundation for a new children's play area. (Total cost £37,412.40 incl VAT)
 - £6,231.40 VAT reclaim received.
 - £2,720 from South Kesteven Community Projects Grant received for repairs to Nature Trail steps & rails. (Total cost incl VAT £3,400.00)
 - £566.67 VAT reclaim received.
 - £500.00 from South Kesteven Ward Member Grant for a bench.
 - 571.80 VAT Reclaim from War Memorial (Architects Drawings & tender quotes)
2. Accumulative budgeted payments £48,585.00 actual payments £90,769.31. Difference mainly due to
 - £37,412.40 for new children's play area.
 - £3,400.00 for repairs to Nature Trail steps and rails.
 - £2,859.00 for Architects drawings for War Memorial Project
3. Summary of Receipts and Payments produced from SCRIBE accounting system to monitor budget control. Explanation of variances provided by the Clerk.
4. Resolve to transfer £20,000.00 from the Colsterworth and District Parish Council Charitable Acc ending 7316 to the Colsterworth and District Savings Account ending 8445.
5. **Unanimously agreed.**
6. Account balances to be provided by the Clerk.

6. MONITORING RECOMMENDATIONS/ACTIONS FROM INTERNAL AND EXTERNAL AUDIT

Internal Audit Recommendations: -

1. Record any S137 payments on SCRIBE Accounting system. **The power to spend a sum of money for the benefit of some or all of the parishioners. The expenditure must be commensurate with the benefit. The Local Government Act 1972 s.137*
2. Accepted the suggestion to review the voluntary use of Parish Council nominated email addresses as suggested by the March 2022 JPAG Practitioners guide (The importance of secure email systems and GOV.UK). Re-iterate the use of the dedicated email address to all Cllrs.
3. Monitor any build-up of unspecified reserves.
4. Annual Governance and Accountability Return (AGAR) completed by the Clerk for approval and signing at the 3rd May 2022 Parish Council Meeting.

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 – Cllr C Hainsworth suggested that the format of the asset register be reviewed for the future. 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 Clerk has reviewed the asset register with the insurance schedule to ensure that all assets as recorded are appropriately insured or “self-insured” by the Authority.

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

8. COMMUNITY CLEANERS PERFORMANCE REVIEW

- Community Cleaners reviews completed 8th October 2022 submitted to F&A meeting 19th October 2021. Next review October 2022.
- Minimum wage increase applied to Community Cleaners from 1st April 2022.
- The Clerk’s review and agreed salary increment and pension opt out agreed 2nd November 2022 minute re 2021.93.4.3

9. RESERVES REPORT

- SCRIBE reserves report submitted by the Clerk.

10. PROJECTS AND GRANT APPLICATIONS

<p>Projects and Grant applications</p> <ul style="list-style-type: none"> • War Memorial • Highways & Footpaths • New Notice Board 	<p>Potential Funding schemes & criteria to be explored. Ideas/Suggestions for new projects for 2022/2023 Communications/Facebook/Speed signs/Benches</p> <p>War Memorial Project <u>Balance = £2,687.00</u> Resolve to transfer the balance of the War Memorial Project to the General Fund. <u>Unanimously agreed.</u></p> <p>£4,977.16 Ear Marked for traffic calming. Explore Flashing Speed to be replaced on Bourne Road. Resolved to recommend an extra £5,000.00 included in the H&F ear marked reserves for traffic calming & flashing speed warning signs.</p> <p>Resolve to recommend £2,000.00 for a new notice board to be located at the Co-op Bridge End. Subject to cost and agreed siting of a new notice board.</p>
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11. ANY OTHER BUSINESS

- None

12. DATE AND TIME OF NEXT MEETING

The Chair closed the meeting at 8.40pm. Date and time of next meeting to be confirmed at the 3rd May Annual Parish Council meeting.