



FINANCE AND ADMINISTRATION (F&A) COMMITTEE

Minutes of the meeting held on 18th October 2022 7.30pm – 9.20pm at Colsterworth Village Methodist Church Hall.

This report to be submitted to Full Council on 1st November 2022 with full assurance.

Members: Cllrs C Hainsworth, L McShane, A Bouvie and E O'Neill.

In attendance: S Walker and the Clerk S Grant

1. APOLOGIES: None

Councillor C Hainsworth agreed to continue to act as chairperson.

2. NOTES OF PREVIOUS MEETING (19TH APRIL 2022)

Approved and submitted to Parish Council 3rd May 2022.

3. RECONCILIATION OF HALF YEARLY ACCOUNTS (APRIL 2022 TO OCTOBER 2022)

Reconciliation of half yearly accounts were submitted by the Clerk for scrutiny. These were reconciled to 11th October 2022:

1. Accumulative budgeted receipts of £25,436.06 - Actual receipts £24,991.37. Variance due to timing of paddock rent receipt after the report was run and reduced InTouch advertising revenue. Second precept instalment of £18,911.00 paid into the bank on 13th October 2022.
2. Accumulative budgeted payments £26,046.87. Actual payments £22,822.363. Variance mostly due to play area maintenance underspend of £2,500 and timing of processing employee salaries.
3. Summary of Receipts and Payments produced from SCRIBE accounting system to monitor budget control. Explanation of variances provided by the Clerk including the spend of £1,317.35 for the Queen's Platinum Jubilee on the Beacon, the Nature Trail Commemorative bench and contribution to the commemorative bench on Old Post Lane with the Colsterworth Women's Institute.

3. MONITORING RECOMMENDATIONS/ACTIONS FROM INTERNAL AND EXTERNAL AUDIT

1. No findings from the External Audit Report submitted to Parish Council September 2022.
2. Internal Audit Recommendations: -
Please see separate Mid Term Report from Chair to the Council Cllr C Hainsworth dated 6th October 2022.

6. BUDGET SETTING

1. A discussion took place and draft budget agreed subject to receipt of the SKDC Precept Calculator for 2023-2024, employee salary increments, and minimum wage increase to be confirmed. Draft budget to be submitted to full council on 6th December 2022 for approval.

7. TO ANNUALLY REVIEW RISK AND ASSET REGISTERS

Risk Management Policy – Updated to include risk and controls for loss of Clerk due to sudden / long-term illness, incapacity or dismissal. Cllr E O'Neill suggested the Clerk contact another local Clerk for who may be willing to undertake a 'Stress Test' of the Business Continuity Procedures in particular the SCRIBE accounting system.

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

Asset Register – To include a column for the life expectancy of an asset.

8. AGREE CLERKS SALARY REVIEW



1. Agreed the Clerks jobs fits with Local Councils Job Profile 2 and a salary increment to LC2 SP 20.
2. The Clerk expressed that they have consistently been putting in more hours to fulfil their role and submitted a proposal to Council regarding working hours/patterns of work/review of job description.
3. It was agreed to increase the Clerk's hours by 4hrs per week and an uplift to £50 per month for home office utilities.
4. Agreed to recommend council accepts salary uplift, home office increase and extended hours at the next Parish Council meeting 1st November 2022 under F&A committee agenda item.
5. Cllr E O'Neill asked the Clerk to investigate costings for an alternative website management system offered by LALC.

9. COMMUNITY CLEANERS PERFORMANCE REVIEW

6. The Clerk conducted telephone appraisals on 8th October 2022 with the Community Cleaners Mark Robertshaw and Kevin Atter.
7. Risk assessments carried out and signed on 11th October 2022.
8. 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.
9. Minimum wage increase applied to Community Cleaners form 1st April 2022.

10. RESERVES REPORT

- Both SCRIBE and Excel report submitted by the Clerk.
- It was agreed to include in the reserves sufficient to pay 100% of 1 year of total annual Administration Expenses, including staff salaries, at all times = £25,000.

11. PROJECTS AND GRANT APPLICATIONS

Projects and Grant applications	Potential Funding schemes & criteria to be explored.
<ul style="list-style-type: none">• Nature Trail	£3,000 Ear marked for tree works on the Nature Trail.
	£9,977.16 Ear Marked for traffic calming. Less £4,300 (VAS) Balance = <u>£5677.19</u>
<ul style="list-style-type: none">• Highways & Footpaths	£2,000.00 Ear Marked for new notice board at the Co-op.
<ul style="list-style-type: none">• Environment & Amenities	£1,000.00 Ear Marked for Brick bus shelter upgrade.
<ul style="list-style-type: none">• Finance & Administration	£25,000.00 Ear Marked for 1 yr of total administration Expenses, incl staff salaries £500 Ear Marked for replacement office equipment.

10. ANY OTHER BUSINESS

- None

10. DATE AND TIME OF NEXT MEETING

To be confirmed.