



**FINANCE AND ADMINISTRATION (F&A) COMMITTEE**

**Minutes of the meeting held on 19<sup>th</sup> October 2023 7.30pm – 7.30pm at Colsterworth Methodist Church Hall.**

**This report to be submitted to Full Council on 7th November 2023 with full assurance.**

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

In attendance: The Clerk S Grant

**1. APOLOGIES:** None

**2. NOTES OF PREVIOUS MEETING (25 MAY 2023)**

Approved and submitted to Parish Council 6<sup>th</sup> June 2023.

**3. RECONCILIATION OF HALF YEARLY ACCOUNTS (APRIL 2023 TO OCTOBER 2023)**

Reconciliation of half yearly accounts were submitted by the Clerk for scrutiny.

These were reconciled to 30<sup>th</sup> September 2023:

1. Accumulative budgeted receipts of **£25,749.56** - Actual receipts **£29,680.34**. Increase variance of **£3,930.78 (+1197%)** mainly due to: -

**£773.62 (+47%)** In Touch receipts following introduction of Colour Mag July 2023 – March 2024.

**£504.98 (+234%)** Cemetery receipts increase due to grave and interment purchases.

**£356.64 (+2377%)** Bank investment Interest receipt due to increased Bank Interest rate.

**£207.50 (-27%)** Allotment/ paddock rent down due to the annual renewals of 1<sup>st</sup> April being paid either side of the tax year.

**£2,574.49** Grant income received to date.

Second precept instalment of £20,199.50 paid into the bank on 5<sup>th</sup> October 2023.

2. Accumulative budgeted payments **£29,162.92**. Actual payments **£24,238.66**. Variance mainly due to: -

**£2,202.81 (+88%)**. Play area maintenance underspend due to Play area inspection completed October 2023. Repairs to be discussed at PC Meeting 7<sup>th</sup> November 2023.

**£977.83 (+44%)** HMRC underspend of due to timing of Q2 PAYE debiting bank account after reconciliation date.

**£482.56 (+96%)** Coronation underspend. This was covered by SKDC Grant. Only £17.44 spent from the Coronation budget.

**£281.58 (+51%)** Allotment/paddocks underspend due to no unexpected repair costs. PC Meeting 3<sup>rd</sup> October 2023 agreed for £176.98 incl vat for replacement gate post.

**£926.16** Coronation Spend from SKDC Grant.

3. Summary of Receipts and Payments 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**

1. No findings from the External Audit Report submitted to Parish Council September 2023.
2. Internal Audit Recommendations: -  
The Parish Council will keep the Internal Audit comments under review.

**The Internal Auditor made the following statement: -**

*"There continues to be clear and comprehensive evidence of effective finance and governance procedures that should provide parishioners with confidence in the administration of their Parish Council. Minutes of both the Council and committees are very detailed and yet specific to the*



*agenda item and posted to the website in a timely manner. All information is available for inspection if the reader drills down sufficiently."*

#### **5. BUDGET SETTING FOR 2024-2025**

1. A discussion took place and draft budget agreed subject to receipt of the SKDC Precept Calculator for 2024-2025. Draft budget to be submitted to full council on 7th November 2023 for approval.
2. Resolve to agree an annual maintenance programme for both allotment sites.

Agreed for a maintenance programme of a minimum of 3 grass cuts per year based on the ad-hoc cuts during the 2023 growing season. To include: -

- The vehicular access and track at Woolsthorpe Road allotments.
- The area allotment side of the hedge on Stamford Road and the track to the paddock.
- Any vacant allotments requiring strimming will be considered when necessary.

#### **6. TO ANNUALLY REVIEW RISK AND ASSET REGISTERS**

**Risk Management Policy** – Risk Management Policy to be agreed by Parish Council at 7th November 2023 meeting.

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

**Asset Register** – Uploaded to the website.

#### **7. AGREE CLERKS SALARY REVIEW**

1. Agreed the Clerks jobs fits with Local Councils Job Profile 2 - LC2 SP 20.

The Clerks salary agreed in the budget pending the Annual Review in December.

#### **8. COMMUNITY CLEANERS PERFORMANCE REVIEW**

2. The Clerk conducted telephone appraisals on 10th October 2023 with the Community Cleaners Mark Robertshaw and Kevin Atter. The Clerk regularly sees the Community cleaners out litter picking and has regular telephone contact with them.
3. Risk assessments carried out and signed on 10th October 2023.
4. Both are happy in their job, time sheets are submitted at the end of each month and SKDC bags, equipment and dog waste bags supplied.
5. Minimum wage increase applied to Community Cleaners from 1st April 2023.

#### **9. 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 = £30,000.

#### **10. PROJECTS AND GRANT APPLICATIONS**

Projects and Grant applications	Potential Funding schemes & criteria to be explored.
<ul style="list-style-type: none"><li>• War Memorial</li></ul>	Grant Application from CFoR towards War Memorial Restoration of £3,500. Minute Ref May 2023.14.1 <b><u>Balance = £3,500.00</u></b> Awaiting outcome of FCC Grant Application War Memorials Trust Grant application to be submitted by 31/10/2023.



<ul style="list-style-type: none"><li>Nature Trail</li></ul>	<p><b>£1,681.14</b> Ear marked for tree works on the Nature Trail. <b>Balance = £1,681.14</b> (£1,200.00 Grant received from SK Prosperity Fund for tree survey to be completed before 31/03/2023)</p>
<ul style="list-style-type: none"><li>Highways &amp; Footpaths</li></ul>	<p><b>£5,677.16</b> Ear Marked for traffic calming.</p>
<ul style="list-style-type: none"><li>Neighbourhood Plan Review</li></ul>	<p><b>£2,000.00</b> – In process</p>
<ul style="list-style-type: none"><li>Colsterworth Primary School Grant request-PTFA</li></ul>	<p><b>£500</b> recommended by the F&amp;A Committee towards a shed for storage of 'Pre-loved' uniform.</p>
<ul style="list-style-type: none"><li>Parish Council to take part in the D-Day 80th Anniversary Beacon Lighting Ceremony at 9.15pm on 6th June 2024 on Colster Way Park.</li></ul>	<p><b>Referred from the September 2023 PC Meeting minute ref 2023.68.</b> Considered but no costs available.</p>

**11. ANY OTHER BUSINESS**

- Cllr C Hainsworth pointed out that the potential to have VAS signs for Stainby and Bourne Road had been put on hold in 2022.

**12. DATE AND TIME OF NEXT MEETING**

To be confirmed.