

<p align="center"><b>Minutes of the Finance &amp; Administration Committee (F&amp;A)</b>  <b>16 July 2018</b></p>
---

**Membership:** Cllrs C Hainsworth, L McShane, J Walden, J Weston, Clerk/RFO S Grant

**Present:** Cllrs C Hainsworth (CH), J Walden (JW) and Clerk S Grant (SG)

**1. Apologies**

No apologies were received

**2. Notes of Previous Meeting (11 May 2018)**

Submitted and approved at Parish Council meeting 05 June 2018

**3. Reconciliation of Q1 accounts (01 April to 30 June 2018)**

1. Clerk/RFO confirmed that new accounting package has been trialled and set up is complete. CH and JW was able to review the reports that are produced. It was agreed that this system has the potential for more budgetary control, scrutiny and financial reporting to assist the Council.
2. Additional hours worked by the Clerk has facilitated the implementation of the system (approved by full Council) which longer term will be labour saving, less prone to error and provide a full audit trail and back up,
3. In line with recommendation from internal auditor, reports are able to show variances on budget and actual spend.
4. The documentation (bank statement and reconciliation statement from the system) was reviewed and JW and CH confirmed that this was in order.
5. It was agreed that the current format of reporting payments due for approval by full Council was adequate.

**4. Feasibility of proposal for Old C0-op Building (37 High Street) delegated from Parish Council 05.06.2018)**

At the PC meeting 03 July 2018, it was agreed that following the investigations made by the Clerk, that the costs were not viable at this time.

*Post Meeting Note: Correspondence received by Clerk 17 July 2018 referencing Neighbourhood Plan consultation supporting this opportunity:*

**ACTION:** Clerk to bring to September 2018 meeting of full Council.

**5. Monitoring recommendations/actions from internal and external audit.**

1. Clerk confirmed that there had been no feedback from external audit at the time of the meeting
2. The action plan circulated with the F&A agenda was reviewed and updated. This is attached and will be reported to Full Council in September 2018 under Group reports. Specifically: -
  - Ongoing programme of policy and procedure review and implementation being carried out
  - Lower limit for three quotes: Principle being applied however, amendments to Financial Regulations will need to be put to Full Council by Clerk (Regulation 1.112 of Financial Regulations adopted April 2019)
  - Budget setting: Agreed timeframes (F&A Committee 11 May 2018) and improved budgetary control with implementation of the SCRIBE system.

**6. Projects and Grants Applications**

1. Derelict Garage: This is in process with further enquiries by Clerk following conveyancing advice
2. North Witham Village Hall: Offer of a meeting with the village Hall Committee has been made; awaiting their response. Will investigate SKDC Community Fund and WREN pending their response.

**7. Any Other Business**

1. Clerks pension arrangements: Clerk confirmed she would like to proceed. Investigations to be made of NALC recommended provider NEST  
**ACTION:** CH and SG
2. Handover to cover Clerk's annual leave: August 2018 payments reconciled for distribution by CH
3. Review Clerk's hours: This has been agreed to 30 September 2018 with specific tasks for completion. Currently this is on track for implementation of agreed work and hours will revert back to original contracted hours 01 October 2018.

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

TBC – Next scheduled meeting October 2018

-End-