

**COLSTERWORTH & DISTRICT PARISH COUNCIL
NOTES OF THE FINANCE AND ADMINISTRATION COMMITTEE
Held on Tuesday 09 October 2018 at the Village Hall, Colsterworth**

Present: Cllrs Caroline Hainsworth, Lorna McShane, Jon Weston and Clerk Sue Grant

1. APOLOGIES

Cllr J Walden

2. NOTE OF PREVIOUS MEETING

The notes of the previous meeting on 16 July 2018 were approved and received at Parish Council meeting 04 September 2018.

3. RECONCILIATION OF Q2 Accounts

Q2 accounts were presented to the Committee by the Clerk

3.1. Income Q2

There is a variance of **-£1,361.92** for actual receipts against budget however, this is on target for balance at the end of the financial year.

Variances are partly due to the agreement to changes in the annual billing for advertisers for the In Touch being equalised to 01 April every year, so some income has had to be pro-rata for 2018/2019.

There has also been a reduction in allotment rents and cemetery income which are constant variables.

3.2. Expenditure Q2

There is a variance of **-£2,485.61** for actual payments against budget, however, this is on target for balance at the end of the financial year.

Variances are due in the main to grant allocation, play area maintenance, computer software (new accounting package) and temporary additional hours worked by the Clerk.

3.3. Summary Q2

Clerk presented comparison data for 2016/2017/2018 at the same period to offer assurances regarding actual cumulative spend to end of Q2 with spend around the same level at this time.

Committee agreed that there were no concerns and all anomalies were accounted for. Imminent receipt of second half precept payment will provide a healthy balance.

It was also noted that all bank statements (now available on line at any time) and accounts are already being signed by the Chairman to reconcile at monthly Parish Council meetings.

Clerk also reported that the new accounting package has been invaluable to provide much more detail on income and expenditure (e.g., splitting Clerk's pay and expenses and allocation to relevant cost codes) and will eventually save time. It also provides a robust audit trail of transactions with clearer opportunities for scrutiny. Committee noted the detailed reporting options provided to the meeting.

4. MONITORING RECOMMENDATIONS/ACTIONS FROM INTERNAL AND EXTERNAL AUDITS

Recommendations from first Internal Audit report implemented with formulation of a forward agenda. Second internal audit has now been completed and some recommendations made. Clerk to implement these including:

- Inclusion of agenda in minute book
- Accounts to show variances as a %
- Future budgets to show historic values
- Committee structure flowchart and agendas to be published on the website for openness and transparency
- Agendas for committee meetings to be posted on noticeboards

External audit recommendations reported to Council 04 September 2018 and incorporated in forward agenda by Clerk.

5. BUDGET SETTING FOR 2019/2020

Clerk provided draft budget; again, looking across 2015/2016/2017/2018 for comparison. It was noted that no budget had been set in 2017/2018.

Committee was satisfied that as everything was running in line with budget the draft presented for 2019/2020 be to full Council at November 2018 meeting.

Some adjustments were suggested and potential areas for cost savings were identified.

- Mainly this was in respect of grass cutting and ensuring that there was a clear schedule of works for contractors.
- Also, in line with Council Financial Regulations tenders are being sought.
- There are variables regarding some of the ad hoc work that is carried out that needs to be managed more closely and consider for example, seasonal changes in requirements for grass cutting and hedge trimming.
- Budget for salaries took account of minimum wage uplift and any pay awards from April 2018.

Clerk had prepared a detailed draft budget with notes to explain any increase or decrease on income and expenditure which was well received by those present.

Precept will be set at the end of the year from SKDC and will be signed off in December 2018.

6. ANNUAL REVIEW OF ASSET AND RISK REGISTER

6.1. Risk Register

Risk Register agreed by Parish Council September 2018 with exception reports to be placed as standing agenda item at full Council for any updates or amendments; review carried forward to 2019/2020

6.2. Asset Register

Clerk has drawn up an Asset Register although this was not presented to this Committee

7. PROJECTS AND GRANT APPLICATIONS

There are no current projects being taken forward for Grants

The Nature Trail Ranger had submitted an application for £500 in line with the Grant Allocation Policy. As the Nature Trail is the full responsibility of the Parish Council this has been included in the budget.

Assistance is being provided to support the Nature Trail in seeking additional funding. There continues to be £1,000.00 ringfenced money in reserves for emergency works if necessary.

8. CLERKS PAY AND PENSION

Hours returning to 15 hours per week Oct 2018

Auto enrolment of pension carried out by Clerk with DWP. Clerk's pension to be implemented (backdated to 01 June 2018). Agreed that Cllr Hainsworth would pursue options with NEST.

9. ANY OTHER BUSINESS

There was no other urgent business

10. DATE, TIME AND VENUE OF NEXT MEETING

Next routine meeting will be in January 2018 for Q3 reconciliation

Meeting closed at 8.45 p.m.

Signed:

Cllr C Hainsworth
Chair of F&A Committee

Signed:

Sue Grant
Clerk/Responsible Financial Officer

Date: