



**FINANCE AND ADMINISTRATION COMMITTEE**  
**Notes of the meeting held on 15 January 2019 At the Village Hall 7.30pm to 8.40pm**  
**This report to be submitted to Full Council on 05 February 2019 with full assurance**

Present: Cllrs C Hainsworth, L McShane and J Weston and Clerk S Grant

**1. APOLOGIES:** Cllr John Walden

**2. NOTES OF PREVIOUS MEETING (09 OCTOBER 2018)**

Approved and submitted to Parish Council November 2018

**3. RECONCILIATION OF Q3 ACCOUNTS (OCTOBER TO DECEMBER 2018)**

Accounts and bank statements were submitted by Clerk for scrutiny  
These were reconciled to 31 January 2019 at £54,298.35 (to take account of unpresented cheques at £2,654.07)

**4. MONITORING RECOMMENDATIONS/ACTIONS FROM INTERNAL AND EXTERNAL AUDIT**

- 4.1. Cllr Hainsworth now has view only access to the bank account  
4.2. All other recommendations made from the last internal audit in October 2018 have been taken on board and are now in process.

**5. BUDGET SETTING FOR 2019/2020 AND PRECEPT**

5.1. Budget

- Clerk reported that there has been improved budget setting for this year due to the implementation of the Scribe software. This has allowed much more rigorous breakdown against correct categories of expenditure.
- Cllrs present agreed that the reports provided gave better information and assurances regarding income and expenditure and the management of public funds. Clerk also reported more efficient processes for things such as VAT management.
- The accounts were well balanced against the set budget (which included the additional expenditure of the temporary increased hours of the Clerk this financial year); it was noted that expenditure and income for February and March 2019 would be balanced with Employee and In Touch being the main costs offset by a VAT return due and In Touch advertiser income.

5.2. Precept

- This was agreed at full Council October 2018, however, due to the potential costs of an election in May 2019, it was agreed by full Council in December 2018 that the budget (and therefore, Precept) had to be increased. SKDC advised minimum cost would be £100.00 if there was no election up to £2000.00 if there was.
- Precept has to be submitted by the Clerk by 18 January 2019 so adjustments made raising the precept per household by £2.76

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

6.1. Risk Register

Following observations by internal audit in October 2018, the Council's Risk Register will be updated and simplified by the Clerk for next financial year to ensure that priorities are clear. Exceptions/additions will be reported on the standing agenda item at Full Council.



6.2. Asset Register

Not considered – to be presented to Council for review March 2019

**ACTION: Clerk**

**7. PROJECTS AND GRANT APPLICATIONS**

7.1. Nature Trail

- Clerk finalising costings for submitting an application for £500 to SKDC Community Fund “To improve the access of the Nature Trail by repairing and installing handrails and steps”.
- Whilst this is an ongoing schedule of works (as noted in the Nature Trail Plan), the funding cannot be used for retrospective work; this has been covered under the annual grant from the Parish Council but forms the basis of the estimated costs of improvements in 2019.

7.2. War Memorial

It was understood that Cllr Ramage has experience of War Memorial Grant Schemes, so it was agreed to ask him to investigate possibility of applying particularly due to the problems experienced with the stonework and attempts by Council to rectify this over the years. There are ring-fenced monies in reserves for this project.

7.3. Highways and Footpaths

Cllr Adams was approached regarding the Ward Allocation Scheme and he was happy to support to fund equipment and clothing required by volunteers for the LRSP initiative once he had established that Parish Councils were eligible. Clerk and Cllr Hainsworth will make the application.

7.4. Community Office/Land Purchase Bridge End

Correspondence had been received about this (Minute 18/112.1.5); Clerk confirmed that this was a suggestion rather than a request. It was agreed however, that there could be opportunities for better amenities and Cllr Hainsworth agreed to make investigations with the Big Lottery about this.

**8. CLERK’S PAY, HOURS AND PENSION**

Not discussed – no outstanding issues

**9. ANY OTHER BUSINESS**

None

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

Next routine meeting to be confirmed in April 2019