

**Minutes of the Meeting  
of  
Riccall Parish Council's  
Administration and Finance Committee  
held at 7.30pm  
on the 7 June 2021  
at Riccall Methodist Chapel, Main Street.**

*The June agenda should include an evaluation of the end of year accounts and spend against budget for the completed financial year.*

**Attending:** Cllrs Keen (Chairman), Dawson, Morton, Owens and Sharp.  
Sandra Botham- Clerk/RFO.

**1 Apologies and declarations of Interest**

There were no apologies for absence and no declarations of interest in items on the agenda.

**2 Minutes of previous meeting**

It was noted that the minutes of the Administration and Finance Committee meeting on 1 March 2021 were accepted as a true record and adopted at the RPC meeting held on 15 March 2021.

**3 Progress report and update**

The Clerk reported on issues from the last minutes:

- The Youth of the Year award had been presented.
- The new website tests are currently taking place.
- The Assets List was checked with Internal Auditor- bins/dog bins need not be included; they are classed as consumables/low-cost items and are logged on Pear Asset Management soft-ware.
- The Right to Regenerate document had been completed by Cllr Morton and submitted.
- The documentation of terms for the Unity Bank had been circulated to members for approval. It was noted that the savings accounts will be considered later in the year as to whether they are deposited in a different bank to keep within the £85k protection.

**4 Internal audit**

Internal audits were completed for the following:

- 10% of the accounts for January, February and March,
- quarterly payments to HMRC in March,
- staff salaries

These will be filed by the clerk.

**5 End of financial year 2020/2021**

Documents had been circulated prior to the meeting to evaluate end of year accounts and spend against budget for the completed financial year. The overspend on staffing costs was noted and forward projections will be considered in more detail at the next budget meeting.

The report from Internal Audit was noted and no issues were raised by the auditor.

## **6 Funding request**

None submitted.

## **7 Policy review**

Members considered the draft Financial Risk Assessment as circulated and will make a recommendation to full council to adopt this. It was also agreed that the September meeting of this committee will include reviewing the funds to check they are in line with the Fidelity cover on the Insurance.

Members also considered replacing the existing Complaints Policy with the updated YLCA example, as circulated, and will make a recommendation to full council to adopt this.

## **8 Working group**

Members considered the setting up of the Working Group, as suggested at the full council meeting, to work on tasks associated with the Methodist Chapel. Terms of Reference for the group were drafted and a recommendation will be made to full council to adopt these.

## **9 IT Support Contract**

Members considered renewing the current IT Support Contract and considered options from another provider. A recommendation will be made to full council to change provider to the Pay As You Go option.

The on-going issues of the laptop used by the Admin Assistant were also considered and the clerk will make enquiries for the lap-top condition to be assessed to check it is fit for purpose.

## **10 Working practices**

Members discussed improvements to current working practices and the Chairman noted he aims to speed up resolving issues. It was also noted that non-agenda items should not be debated, or decisions made, but the item should be considered to be taken forward to another agenda.

## **11 Staff matters**

Members discussed additional text to the current Terms of Reference, to reflect the staffing aspects to be included in an advisory role and will make a make a recommendation to full council to adopt the changes.

The September meeting of this committee will include a review of the staff appraisal process.

YLCA have been consulted to clarify sick pay arrangements on staff contracts.

*The Chairman thanked those present and closed the meeting at 22.00.*