

Minutes of the Meeting of
Riccall Parish Council's
Administration and Finance Committee
held on
7th March 2022
from 7.30 p.m. at the Methodist Church

Attending: Cllrs Sharp (Vice Chairman), Dawson, Morton and Owens.
Glenda Foster - Administration Assistant

146 Apologies and Declarations of Interest

Apologies were received by Cllr Keen (Chairman) and the reason for absence was accepted. There were no declarations of interest in items on the agenda.

147 Minutes of previous meeting

It was noted that the minutes of the Administration and Finance Committee meeting on 10th January were adopted at the RPC meeting on 21st February 2022.

148 Progress report and update

Two grant application requests had been received.

It was proposed to give a £400 contribution to Friends of Riccall School to help procure a defibrillator, on the condition that it must be mounted on an external wall thereby accessible to the public/villagers.

It was RESOLVED to accept the above proposal.

It was also proposed to give funding of £399.95 to Riccall Tot Stop so they could purchase a bouncy castle on condition that the item must be labelled that it remains the property of Riccall Tot Stop and that a receipt and photograph of the labelled equipment must be provided.

It was RESOLVED to accept the above proposal.

Action: Admin Assistant to draft e-mails to the above groups.

149 Internal audit

As it had not been possible to undertake an internal audit at the meeting in January due to paperwork being unavailable, two internal audits were carried out.

An Internal audit of 10% of the accounts for July, September, October, November and December 2021. The Admin Assistant will file the results.

An audit of the HMRC payment in December was NOT carried out. This will need to be added to the next agenda for Administration and Finance in June.

Action: Admin Assistant.

150 Council meeting procedures

The issues surrounding a backlog of work requiring inputting onto Asset Manager system which is supported by Pear technology were raised.

It was RESOLVED that the Admin Assistant would only input the backlog of streetlights onto the system and any new assets and would start afresh on 1st April inputting all data. The park sheet would contain all of the park equipment information and would not be duplicated onto Asset Manager.

It was commented that the TR numbers are not currently appearing on the account statements. Cllr Dawson believes he can ensure they will start to reappear. It was mentioned the SB numbers may be gradually phased out as it is not entirely clear what they relate to.

The importance of ensuring that Council meetings move along more quickly was mentioned. It was suggested that someone could be responsible for timing and reminding the Chairman of the discussion time left on each agenda item.

It was highlighted that nomination forms for the forthcoming election in May were the responsibility of each individual and not RPC staff. Information regarding the election had been circulated by the Admin Assistant.

It was noted that Cllr Tatterton was looking into laptops for members in order to reduce printing out hard copies of paperwork. This is an item for the next full Council meeting.

151 Review of procedures

Cllr Morton brought to the meeting a draft of the Standing Orders. Some information relating specifically to NALC will be removed. New financial thresholds have been included in the new draft and one irrelevant section had been removed. Cllr Morton will amend the SO and circulate to members.

Action: Admin Assistant to look at the contents page and amend the page numbers accordingly. It will then go to full council meeting.

It was RESOLVED that Admin and Finance Committee would ask full council for delegated powers, which would make full council meetings more effective.

Cllr Morton brought to the meeting a draft of Financial Regulations. There was nothing to propose and pass as it only required consolidation of the changes.

Action: Cllr Morton

Cllr Morton brought the Financial Risk Assessment to the meeting.

It was RESOLVED to make the following changes: replace Hiscox with Gallagher under point two and delete the first paragraph under point six.

Action: Cllr Morton

Clarification was sought on the term, "Cashbook." Cllr Dawson provided the information available to him at the meeting stating that it refers to "Bank Reconciliation," but he would also check with Rialtas.

It was agreed that the internal audit process had been effective.

It was raised there is currently no cash float and that some groups who are using the Methodist Chapel building for their activities pay by cash. Alternative methods of payment may need to be investigated in the future.

152 Asset list

It was considered that the only new asset was a grit bin and that no assets had been replaced.

153 Accounts

Update from Cllr Dawson from Rialtas

Cllr Dawson stated that Rialtas had run the accounts once and were now doing February's. Scanned invoices need to be sent to Rialtas, but the system appears to be working well. Cllr Dawson had recently attended the webinar where he discovered that going ahead with Rialtas Cloud meant signing up to a three-year contract. However, they had confirmed that as a special offer we would not be tied into this if we wanted to revert to the laptop rather than Cloud based. The solution would still be under the three-year contract whether we used the Cloud or the laptop. Six months' notice would be required if we wished to terminate the contract.

It was hoped that after the year end, which Rialtas will help with, training would be undertaken and there would be no need to scan and send invoices anymore. It was confirmed that if four people are allowed on the training then Cllrs Dawson, Sharp, Morton and Owens will undertake it. Cllr Owens stated he would be happy to step down if required and said that it was important that the Admin Assistant was also trained. It was suggested that a member could train the Admin Assistant once they had completed the training course.

It was RESOLVED to accept the above contract from Rialtas.

It was noted that we could contact the Internal Auditor for advice before the audit to ascertain what would be required for the forthcoming audit.

Action: Cllr Morton to look for details of the Internal Auditor.

To consider looking at moving our asset accounts and project accounts to another bank

It was noted that the above accounts were not moved at the same time as the current account.

It was RESOLVED to leave moving either the asset or project account to another bank until after year end.

154 Policies

Cllr Morton has looked at Standing Orders and Business Continuity Plan and therefore has not had time to look at any other policies which are on hold for now. There will be a review at the next Admin and Finance meeting.

Action: Chair/Admin Assistant – for the next A&F agenda in June.

155 Business Continuity

A discussion took place regarding removing reference to Rialas and HMRC. It was agreed that SOPs need to be printed out and kept with the Business Continuity Plan and need to be tested by different Councillors. The HMRC payment process in March and producing P60s in April will be added to SOPs as will the back payment of salaries in April.

Action: Cllr Morton to redraft the Business Continuity Plan and add in extra tabs to include SOPs. To be reviewed at the next meeting.

Action: Chair/Admin Assistant to include on the next A&F meeting agenda in June.

Cllr Dawson mentioned that he had spoken with Boothferry Pest Control and stated that RPC currently pays £1030 for eight inspections. An agreement was made with Boothferry Pest Control that RPC would pay £1600 for twelve visits and also twelve visits to Jubilee Field costing £790 – a total of £2390 per annum. It was mentioned that the company do follow up visits and set traps but do not charge for these.

156 Staff Matters

It was asked whether Council needed to approve the pay rise of 1.75% backdated to April 2021. Approval is not required as staff contracts are bound in with the national agreement. The pay rise will be implemented in line with the NALC briefing.

It was mentioned that differentials and spine points were reconsidered and changed a few years ago. It was questioned whether Council is happy with the current differentials for staff. It was RESOLVED to look at the above after the next pay award in April.

The Vice Chairman closed the meeting at 21.51 and thanked those present.