

**COLSTERWORTH & DISTRICT PARISH COUNCIL  
FINANCE AND ADMINISTRATION COMMITTEE**

**CONFIRMATION OF MEETING**

**Time Date and Venue:** Thursday 26<sup>th</sup> September 2024 at 7.30 p.m. @ The Methodist Church Hall, Colsterworth.

**Members:** Cllrs: E O'Neill, A Bouvie, C Hainsworth, J Clark and the Clerk: S Grant

**AGENDA**

	<b>Agenda Item</b>	<b>Supporting documents/Notes</b>	<b>TOR</b>
1	Apologies		-
2	Notes of previous meeting (23rd May 2024)	Submitted to Parish Council 4 <sup>th</sup> June 2024) For F&A Meeting Minutes 23.05.2024 <a href="#">Click Here</a>	-
3	Reconciliation of Half Yearly accounts (April 2024 to September 2024)	To be provided by Clerk/RFO. Net Position 01/04/2023 – 19/09/2023 <a href="#">Click Here</a>  Quarter 2 Budget comparison 01/04/2024 <a href="#">Click Here</a>	2.1. & 2.13
4	Monitoring recommendations/actions from internal and external audit	External audit recommendations reported to Council 03 September 2024. No findings. External Audit Report & Certificate 2023/2024. <a href="#">Click Here</a>  <b>Internal Audit Recommendations.</b> Link to Internal Audit Report <a href="#">Click Here</a> 1. Debit Card for the Clerk - Actioned 2. Play Equipment Course – The Clerk attended 12/09/2024 3. List of payments linked to the agenda as supporting information on PC website. <b>Draft Policies to review for approval at the October PC Meeting</b> 4. Draft Email Policy <a href="#">Click Here</a> 5. Draft Training Policy. <a href="#">Click Here</a>	2.14.
5	Budget setting for 2024/2025	1) To be provided by Clerk/RFO 2) Draft 2025 – 2026 Budget <a href="#">Click Here</a>	2.3, 2.4. & 2.5.
6	To annually review risk and asset registers	Risk Management Policy to be agreed by Parish Council at 5 <sup>th</sup> November 2024 meeting.  Risk exception Report items working towards status green. Risk Exception Report 16.09.2024. <a href="#">Click Here</a>	2.10.
7	Agree Clerks salary review		
8	Community Cleaners Performance Review	To be provided by the Clerk.	
9	Reserves Report	To be provided by the Clerk. <a href="#">Click Here</a>  Reserves Policy to be reviewed for approval at the October PC Meeting. <a href="#">Click Here</a>	1.3

10	Projects and Grant applications	Potential Funding schemes & criteria to be explored.	1.2. 2.6.
	• War Memorial Restoration Project.	<b>In Progress – See link to Progress Report <a href="#">Click Here</a></b>	
	• War Memorial Information/Interpretation Board SK220 Prosperity Fund Grant	<b>Awarded £1,700</b> (to be used by 31/03/2025) <b>Agenda item for PC Meeting 01/10/2024 for Cllrs to consider siting a Lectern board on the WM Gardens and associated costs.</b>	
	• Community Car Park, Colster Way. Professional Fees for Adverse Possession.	<b>Awaiting next steps from Solicitor.</b> <b>£3,000 Ear Marked</b>	
	• Nature Trail tree works	<b>£1,681.14 Ear Marked</b>	
	• Old Post Lane Cemetery extension.	<b>Groundworks for extension</b> <b>£Reserve *TBA</b>	
	• Highways & Footpaths Reserves	<b>Additional VAS Signs</b> <b>£Reserve *TBA</b>	
	• Coronation Community Orchard Scheme Grant	<b>Awaiting Outcome.</b> Maintenance costs to be considered.	
	• Colster Way Play Area and Woolsthorpe Road Play Area tree works.	<b>Low branches to be cut back.</b> <b>Quote TBC</b>	
	• S106 agreement Bourne Road Development	<b>Consult with SKDC for current or future projects</b> (Cllr E O'Neill)	
	• Neighbourhood Plan Review	<b>On Hold</b> <b>£2,000</b>	
11	Any Other business		-
12	Date and time of next meeting	TBC	-

**\*TBA – To be Agreed**

TERMS OF REFERENCE
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**1. RESPONSIBILITIES:**

1. General financial oversight
2. Funding including grant applications
3. Financial planning and budgeting
4. Financial reporting to Council and the public
5. Banking, bookkeeping and record keeping
6. Control of fixed assets

**2. TASKS:**

1. To note the half yearly bank reconciliations (Apr - Sep & Oct - Mar)
2. To annually review the financial regulations (first meeting after appointment of committee)
3. Liaise with the council from October to produce a draft budget for the following year
4. Produce draft budget for council to review in November and agree in December
5. Submit budget for final approval in December
6. To consider grant applications and make recommendations to council
7. To consider necessary expenditure and make recommendations to council
8. To review rental agreements (October)
9. To manage employees of the council and conduct employee reviews including grievances and disciplinarys (including appeals)
10. To annually review risk and asset registers (October)
11. To review annually specifications and contracts for contractors (October)
12. To produce end of year accounts and necessary sign off.
13. To provide council with quarterly reconciliation of annual budget (Q1: September (no meeting in August), Q2: November, Q3: February and Q4: May)
14. To monitor implementation of recommendations from internal and external audits