

**COLSTERWORTH & DISTRICT PARISH COUNCIL  
FINANCE AND ADMINISTRATION COMMITTEE  
CONFIRMATION OF MEETING**

Time Date and Venue: Thursday 29th May 2025 at 7.00 p.m. @ Colsterworth Methodist Church  
Members: Cllrs: E O'Neill, C Hainsworth, C Russell and M Childs  
In attendance The Clerk: S Grant

**AGENDA**

	<b>Agenda Item</b>	<b>Supporting documents/Notes</b>	<b>TOR</b>
1.	Apologies		-
2.	Appointment of Chair and Vice Chair		
3.	Notes of previous meeting (26.09.2024)	<b>Submitted to Parish Council 1st October 2024)</b> Link to F&A Meeting Minutes 26.09.2025. See link <a href="#">f-a-meeting-minutes-26-09-2024</a>	-
4.	To annually review the financial regulations (first meeting after appointment of committee)	<b>Link to F&amp;A Regulations.</b> <a href="#">financial-regulations-for-02-07-2024-next-review-july-2025</a>	
5.	To note the half yearly bank reconciliations (Apr – Sep & Oct - Mar)	To be provided by Clerk/RFO. <b>The Bank Accounts are reconciled monthly and uploaded to the CADPC Website –.</b> See link <a href="#">SCRIBE Accounting Reports &amp; Budget – Colsterworth and District Parish Council</a>	2.1. & 2.13
6.	Monitoring recommendations/ actions from internal and external audit	<ol style="list-style-type: none"> <li><b>No recommendations from Final Internal Audit report 2024/2025 .</b> See link <a href="#">internal-audit-report-final-april-2025</a></li> <li><b>External Audit Auditor's Report and Certificate 2023/2024 –</b> No findings or recommendations. See link <a href="#">section-3-external-auditor-s-report-and-certificate-2023-2024</a></li> <li><b>External AGAR 2024-2025</b> signed at PC Meeting 06th May 2025 and submitted to PKF Littlejohn Auditors on 09/05/2025.</li> <li><b>Policies to Review below. See Link</b> <a href="https://colsterworth.parish.lincolnshire.gov.uk/downloads/downloadID=2">https://colsterworth.parish.lincolnshire.gov.uk/downloads/downloadID=2</a></li> </ol> <p>CAD Standing Orders and NALC Update 2025 CAD Financial Regulations CAD Code of Conduct CAD Communications CAD Social Media Policy</p> <ol style="list-style-type: none"> <li>Resolve to update the HSBC Bank Account mandate with the removal of former Cllr A Bouvie and add Cllr M Childs.</li> </ol>	2.14.

7.	To annually review risk and asset registers	<b>1. Risk Management Policy next review November 2025.</b> Risk exception Report items working towards status green. Link to Risk Report <a href="#">risk-report-20-05-2025</a>  <b>2. Asset register to be provided by Clerk/RFO.</b> See link <a href="#">Fixed Assets and Long Term Investments</a>	2.10.
8.	Reserves Report	Resolve to review Reserve Balances See link <a href="#">Reserves Balance</a>	1.3
9.	Projects and Grant applications  £1681.14  £3,000.00  £2,000.00  £To be agreed  £To be agreed  £To be agreed	<b>Potential Funding schemes &amp; criteria to be explored.</b> <b>Ideas/Suggestions for new projects for 2025/2026</b>  <b>1. Nature Trail Tree Works (Ash Die Back)</b>  <b>2. Community Car Park</b> – Progressing with SKDC  <b>3. Neighbourhood Plan Review</b>  <b>4. Old Post Lane Cemetery Extension</b> I. Resolve to update the proprietor's correspondence address on the Title Register. II. Resolve to enquire with SKDC if a Change of Use planning application will be required.  <b>5. North Witham Village Hall Grant request towards installing Three Phase Electricity.</b>  <b>6. Highways and Footpaths – Traffic calming measures</b>	1.2. 2.6.
10.	Matters requiring urgent attention.		-
11.	Date and time of next meeting	TBC	-

#### TERMS OF REFERENCE

##### 1. RESPONSIBILITIES:

- General financial oversight
- Funding including grant applications
- Financial planning and budgeting
- Financial reporting to Council and the public
- Banking, bookkeeping and record keeping
- Control of fixed assets

##### 2. TASKS:

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