

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

CONFIRMATION OF MEETING

Time Date and Venue: Thursday 30th October 2025 at 7.30 p.m. @ The Methodist Church Hall, Colsterworth.

Members: Cllrs: E O'Neill, C Hainsworth, C Russell, M Childs and the Clerk: S Grant

AGENDA

	Agenda Item	Supporting documents/Notes	TOR
1	Apologies		-
2	Notes of previous meeting (29 th May 2025)	Submitted to Parish Council 3 rd June 2025) For F&A Meeting Minutes 29th May 2025 Click here	-
3	Reconciliation of Half Yearly accounts (April 2024 to 14 October 2025)	To be provided by Clerk/RFO. Net Position 01/04/2023 – 14/10/2025 Quarter 2 Budget comparison 01/04/2025	2.1. & 2.13
4	Monitoring recommendations/ actions from internal and external audit	External audit recommendations reported to Council 02 September 2025. No findings. External Audit Report & Certificate 2024/2025. Click Here Internal Audit Recommendations. Link to Internal Audit Report Click Here	2.14.
5	Budget setting for 2026/2027	1) To be provided by Clerk/RFO 2) Draft 2026 – 2027 Budget	2.3, 2.4. & 2.5.
6	To annually review risk and asset registers	Risk Management Policy to be agreed by Parish Council November 2025 meeting. Risk exception Report items working towards status green. Risk Exception Report 15.10.2025. Click Here	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. Click Here Reserves Policy reviewed for approval at the October PC Meeting.	1.3
10	Projects and Grant applications	Potential Funding schemes & criteria to be explored.	1.2. 2.6.
Projects and Grant applications		Potential Funding schemes & criteria to be explored. Ideas/Suggestions for new projects for 2025/2026. <ul style="list-style-type: none"> • S137 amount £11.10 per elector. Recommendations below: -	
£3,000.00		1) Nature Trail Tree Works (Ash Die Back)	

£3,000.00	2) Community Car Park – Progressing with SKDC
£2,000.00	3) Neighbourhood Plan Review
£2,000.00	4) Old Post Lane Cemetery Extension Step 1 Planning application in progress with SKDC. Step 2 Draft layout of Cemetery extension to be agreed. Step 3 Make a written request to Lincoln Diocese for a Petition of Consecration of the area of land to be identified as consecrated ground. Step 4 Resolve to update the proprietor's correspondence address on the Title Register. (Advised by SKDC Planning Department to complete this once the Planning Application has been completed.)
£2,000.00	5) Highways and Footpaths – Road safety measures. See link to the Highways and Footpaths Report September 2025 highways-footpaths-report-september-2025
£2,281.73	6) Election costs.
£2,000.00	7) Recruitment and training of New Clerk/RFO *TBA
£44,000.00	8) 1yr Administration Expenses. *TBA
£450.00	9) Office Equipment Upgrade.
£2,000.00	10) New Notice Board.
£300.00	11) Nature Trail Information Board.
£193.11	12) Community Fund
£63,224.84	Total Reserve Fund

***TBA – To be Agreed**

TERMS OF REFERENCE

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 disciplinaries (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