

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

Time Date and Venue: Thursday 16th April at 7.30pm at Colsterworth Methodist Church
 Members: Cllrs: E O'Neill, C Hainsworth, C Russell and M Childs
 In attendance The Clerk: E. Parfitt

AGENDA

	Agenda Item	Supporting documents/Notes	TOR
1.	Apologies		-
2.	Appointment of Chair and Vice Chair		
3.	Notes of previous meeting (30.10.2025)	Submitted to Parish Council 4th November 2025 Link to F&A Meeting Minutes 30.10.2025. See link f-a-meeting-minutes-30-10-2025	-
4.	To annually review the financial regulations (first meeting after appointment of committee)	Link to F&A Regulations. financial-regulations-next-review-july-2026	
5.	To note the half yearly bank reconciliations (Apr – Sep & Oct - Mar)	To be provided by Clerk/RFO. The Bank Accounts are reconciled monthly and uploaded to the CADPC Website – See link SCRIBE Accounting Reports & Budget – Colsterworth and District Parish Council Q4 Budget comparison – See link q4-budget-comparison-2026	2.1. & 2.13.
6.	Monitoring recommendations/ actions from internal and external audit	<ol style="list-style-type: none"> 1. Final Internal Audit report 2025/2026 To be confirmed. 2. External Audit Auditor's Report and Certificate 2024/2025 – No findings or recommendations. See link section-3-external-auditor-s-report-and-certificate-2024-2025 3. External AGAR 2025/2026 To be confirmed. 	2.14.
7.	To annually review risk and asset registers	<ol style="list-style-type: none"> 1. Risk Management Policy next review October 2026. Risk Exception Report items working towards status green. Link to Risk Report risk-report-30-03-2026 2. Asset register to be provided by Clerk/RFO. See link Fixed Assets and Long Term Investments 	2.10.
8.	Reserves Report	Resolve to review Reserve Balances See link Reserves Balance	1.3.
9.	Projects and Grant applications	Potential Funding schemes & criteria to be explored. Ideas/Suggestions for new projects for 2026/2027	1.2. 2.6.

10.	Matters requiring urgent attention.	<p>Temporary Cover for Clerk's Upcoming Leave (1st July to 2nd November 2026).</p> <p>Resolve to approve Clerk's leave request.</p> <p>If approved, to be discussed:</p> <ul style="list-style-type: none"> • Application for locum cover from the Local Council Consultancy • Tasks to be covered by council volunteers • Contingency plans if locum cover cannot be secured • Contingency plans if clerk unable to return in agreed timeframe 	-
11.	Date and time of next meeting	TBC	-

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