

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

CONFIRMATION OF MEETING

Time Date and Venue: Tues 20 October 2020 at 7.30 p.m. – Remote by Zoom
<https://us02web.zoom.us/j/6485253584?pwd=clJsV21BdjBIRFp1UkdzTlc1SFBJZz09>

Meeting ID: 648 525 3584

Passcode: 481885

Members: Cllrs: C Hainsworth, L McShane, A Bouvie and Clerk: S Grant

AGENDA

	Agenda Item	Supporting documents/Notes	TOR
1	Apologies		-
2	Notes of previous meeting (23 rd June 2020)	Submitted to Parish Council 7 th July 2020) For F&A Meeting Minutes 23.06.2020 Click Here	-
3	Reconciliation of Q2 accounts (July to September 2020)	To be provided by Clerk/RFO.	2.1. & 2.13
4	Monitoring recommendations/actions from internal and external audit	Recommendations from Internal Audit report. External audit recommendations reported to Council 03 September 2020. External Audit Report 2019/2020. Click Here	2.14.
5	Action Plan from Minute: 2020.70: 06 October 2020	Recommendations from action plan to be reviewed/implemented.	
6	Budget setting for 2020/2021	To be provided by Clerk/RFO	2.3, 2.4. & 2.5.
7	To annually review risk and asset registers (September 2020)	Risk Management Policy agreed by Parish Council September meeting 2020. Risk exception Report items working towards status green. General Reserves Policy agreed by Parish Council September 2020. Sufficient to pay 100% of 1 year of total annual Administration Expenses, including staff salaries. Asset register to be provided by Clerk/RFO	2.10.
8	Projects and Grant applications <ul style="list-style-type: none"> • War Memorial • Nature Trail • North Witham Village Hall Play Area <ul style="list-style-type: none"> • • 	Potential Funding schemes & criteria to be explored. War Memorial Maintenance 2019/2020 £2,000.00 -£1,954.00 less PPIY first phase War Memorial Maintenance 2020/2021 £2,000.00 Invest SK Grant War Memorial £2,000.00 <div style="text-align: right;">Balance = £4,046.00</div> £2,000 Ear marked for tree works on the Nature Trail. £4,000 ear marked for North Witham new play equipment project (FCC Grant application.) £300 Fee for Lease Balance £3,700	1.2. 2.6.

	<ul style="list-style-type: none"> Highways & Footpaths Gardeners & Allotment Holders Grant Request for 2020 & 2021. 	<p>£4,977.16 Ear Marked for traffic calming/white gates project.</p> <p>£100 for Summer/Autumn 2020 & £200 for summer planting 2021 and winter planting 2021/22. Agreed at October 2020 meeting.</p>	
9	Any Other business		-
10	Date and time of next meeting	7.30pm 20/04/2021	-

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 quarterly bank reconciliations (Q1: July, Q2: October, Q3: January and Q4: April)
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 (February)
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 (February)
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