

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

CONFIRMATION OF MEETING

Time Date and Venue: 7.30pm on Tuesday 20th April 2021 By Zoom Remote Video Meeting.
Members: Cllrs: A Bouvie, L McShane, C Hainsworth and Clerk: S Grant

AGENDA

| | Agenda Item | Supporting documents/Notes | TOR | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1 | Apologies | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Appointment of Chair and Vice Chair | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Notes of 20 th October 2020 | Submitted and approved by Parish 3 rd November 2020. | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Reconciliation of half yearly accounts (Oct 2020 – Mar 2021) | To be provided by the Clerk. | 2.2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Monitoring recommendations/ actions from internal and external audit | Rental agreements see PC February Meeting 2021 Minute Ref's: 2020.126 & 2020.127 Internal Audit: To be provided by Clerk/RFO Review The Annual Governance Statement 2020/20221 1. Approval of Annual Governance Statement section 1. 2. Annual Governance statement section 1 (to be signed at PC Meeting 04/05/2021) 3. Approval of Annual Governance Statement section 2. 4. Annual Governance statement section 2 (to be signed at PC Meeting 04/05/2021) 5. Approval of Accounting Statements 2020.2021 | 1.1. 2.1., 2.8. 2.11, & 2.13 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Reserves Report | To be provided by the Clerk | 2.8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | To annually review risk including COVID-19 restrictions and asset registers | Asset Register to be provided by the Clerk. Risk Register to be provided by the Clerk. | 2.14. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | <ul style="list-style-type: none"> Projects and Grant applications | Potential Funding schemes & criteria to be explored. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Community Fund</td><td style="text-align: right;">£193.11</td></tr> <tr><td>War Memorial Maintenance 2019/2020</td><td style="text-align: right;">£2,000.00</td></tr> <tr><td>Less PPIY first phase</td><td style="text-align: right;">-£1,954.00</td></tr> <tr><td>War Memorial Maintenance 2020/2021</td><td style="text-align: right;">£2,000.00</td></tr> <tr><td>Invest SK Grant War Memorial</td><td style="text-align: right;">£2,000.00</td></tr> <tr><td>WMT Grant</td><td style="text-align: right;">£1,500.00</td></tr> <tr><td>North Witham Play Area</td><td style="text-align: right;">£4,000.00</td></tr> <tr><td>Less Legal fees</td><td style="text-align: right;">-£250.00</td></tr> <tr><td>Less FCC Third Party Payment</td><td style="text-align: right;">-£3,351.53</td></tr> <tr><td>Nature Trail</td><td style="text-align: right;">£2,000.00</td></tr> <tr><td>Highways & Footpaths Min Ref 18/48.5</td><td style="text-align: right;">£4,977.16</td></tr> <tr><td>Election Costs reserves from 2019</td><td style="text-align: right;">£1,788</td></tr> <tr><td>Neighbourhood Plan</td><td style="text-align: right;">£2,000</td></tr> <tr><td>Isaac Newton Project</td><td style="text-align: right;">£1,000</td></tr> <tr><td>Total</td><td style="text-align: right;">£17,902.74</td></tr> </table> | Community Fund | £193.11 | War Memorial Maintenance 2019/2020 | £2,000.00 | Less PPIY first phase | -£1,954.00 | War Memorial Maintenance 2020/2021 | £2,000.00 | Invest SK Grant War Memorial | £2,000.00 | WMT Grant | £1,500.00 | North Witham Play Area | £4,000.00 | Less Legal fees | -£250.00 | Less FCC Third Party Payment | -£3,351.53 | Nature Trail | £2,000.00 | Highways & Footpaths Min Ref 18/48.5 | £4,977.16 | Election Costs reserves from 2019 | £1,788 | Neighbourhood Plan | £2,000 | Isaac Newton Project | £1,000 | Total | £17,902.74 | 1.2. 2.6. |
| Community Fund | £193.11 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| War Memorial Maintenance 2019/2020 | £2,000.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Less PPIY first phase | -£1,954.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| War Memorial Maintenance 2020/2021 | £2,000.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| WMT Grant | £1,500.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| North Witham Play Area | £4,000.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Less Legal fees | -£250.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Less FCC Third Party Payment | -£3,351.53 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nature Trail | £2,000.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Highways & Footpaths Min Ref 18/48.5 | £4,977.16 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Election Costs reserves from 2019 | £1,788 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Neighbourhood Plan | £2,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Isaac Newton Project | £1,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | £17,902.74 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | Any Other business | Policies and procedures for review: <ul style="list-style-type: none"> Communications Policy Resolve to move into closed session in accordance with the Public Bodies (Admission the Public Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to the following matter. | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | | <ul style="list-style-type: none"> • CAD Standing Orders - Next Review May 2021 (brought forward) • CAD Financial Reserves Policy - Next Review July (brought forward) • CAD Code of Conduct - Next Review July 2021(brought forward) • CAD Social Media Policy - Next Review July 2021: (brought forward) | |
| 10 | Date and time of next meeting | October 2022 day and time TBC. | - |

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| 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 (Q2: October 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 disciplinaries (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 half yearly reconciliation of annual budget (Q2: November & Q4: May)
14. To monitor implementation of recommendations from internal and external audits