

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

CONFIRMATION OF MEETING

Time Date and Venue: Tues 19th October 2021 at 7.30 p.m. @ Colsterworth Village Hall
Members: Cllrs: C Hainsworth, L McShane, A Bouvie, E O'Neill and Clerk: S Grant

AGENDA

	Agenda Item	Supporting documents/Notes	TOR
1	Apologies		-
2	Notes of previous meeting (20 th April 2021)	Submitted to Parish Council 7 th July 2020) For F&A Meeting Minutes 20.04.2021 Click Here	-
3	Reconciliation of Q2 accounts (July to September 2021)	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 07 September 2021. External Audit Report 2019/2020. Click Here	2.14.
6	Budget setting for 2022/2023	To be provided by Clerk/RFO	2.3, 2.4. & 2.5.
7	To annually review risk and asset registers	Risk Management Policy to be agreed by Parish Council at 5 th October 2021 meeting. Risk exception Report items working towards status green. Asset register to be provided by Clerk/RFO Click Here	2.10.
8	Agree Clerks salary review		
9	Community Cleaners Performance Review	To be provided by the Clerk.	
10	Reserves Report	To be provided by the Clerk. Click Here Including unresented payments Click Here	1.3
11	Projects and Grant applications <ul style="list-style-type: none"> • War Memorial • Nature Trail • North Witham Village Hall Play Area 	<p>Potential Funding schemes & criteria to be explored.</p> <p>War Memorial Maintenance 2019/2020 £2,000.00 -£1,954.00 less PPIY first phase £2,000.00 War Memorial Maintenance 2020/2021 £2,000.00 Invest SK Grant War Memorial £1,500.00 War Memorials Trust Grant -3430.80 less PPIY second phase Balance = £2,115.20</p> <p>£2,000 Ear marked for tree works on the Nature Trail. -£680.00 less PC SKDC Grant contribution Balance = £1,320.00</p> <p>£4,000 ear marked for North Witham new play equipment project (FCC Grant application.) -£300.00 Fee for Lease -£3,351.53 Third Party Contribution Balance = £398.47</p>	1.2. 2.6.

	<ul style="list-style-type: none"> Highways & Footpaths Gardeners & Allotment Holders Grant Request for 2022/2023 Colsterworth Festival of Remembrance 	<p>£4,977.16 Ear Marked for traffic calming.</p> <p>£200 for winter planting 2022/23 to be included in 2022 – 2023 budget.</p> <p>£100 to be included in 2022-2023 budget</p>	
12	Any Other business		-
13	Date and time of next meeting	7.30pm 19/04/2022	-

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