

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

CONFIRMATION OF MEETING

Time Date and Venue: Tues 15 October 2019 at 7.15 p.m. – Village Hall
Members: Cllrs: J Clark, C Hainsworth, L McShane, J Skelton and Clerk: S Grant

AGENDA

	Agenda Item	Supporting documents/Notes	TOR
1	Apologies		-
2	Notes of previous meeting (23 rd July 2019)	Submitted to Parish Council 03 September 2019) F&A Meeting Minutes 23.07.19	-
3	Reconciliation of Q2 accounts (July to September 2019)	To be provided by Clerk/RFO	2.1. & 2.13
4	Monitoring recommendations/actions from internal and external audit	Recommendations from Internal Audit report implemented with formulation of forward agenda External audit recommendations reported to Council 03 September 2019. External Audit Report 2018/2019	2.14.
5	Budget setting for 2020/2021	To be provided by Clerk/RFO	2.3, 2.4. & 2.5.
6	To annually review risk and asset registers (October 2019)	Risk Management Policy agreed by Parish Council October meeting 2019. No exception reports agreed by Parish Council October meeting. Risk exception standing agenda item removed until any future risk exception presents. Asset register to be provided by Clerk/RFO	2.10.
7	Projects and Grant applications	Projects and Grant applications <ul style="list-style-type: none"> • War Memorial • Nature Trail • Summer Fitness camp • North Witham Village Hall Play Area • Gunby PCC grant request for £250 submitted to Council July 2019 for consideration October 2019 • Newton Project £1,000 	2.6.
8	Any Other business		-
9	Date and time of next meeting	14 th January 2020 – 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 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 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 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