

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

CONFIRMATION OF MEETING

Time Date and Venue: 7.30pm Tuesday 15 January 2019. Village Hall
Members: Cllrs: J Walden, C Hainsworth, L McShane, J Weston and Clerk: S Grant

AGENDA

	Agenda Item	Supporting documents/Notes	TOR
1	Apologies		-
2	Notes of previous meeting (09 October 2018)	Submitted to Parish Council November 2018	-
3	Reconciliation of Q3 accounts (October to December 2018)	To be provided by Clerk/RFO	2.1. & 2.13
5	Monitoring recommendations/ actions from internal and external audit	Update from Clerk/RFO	2.14.
6	Budget setting for 2019/2020 And precept	To be provided by Clerk/RFO	2.3, 2.4. & 2.5.
7.	To review risk and asset registers	Risk Register - exception reports placed as standing agenda item at full Council; review carried forward to 2019/2020 Asset register to be provided by Clerk/RFO	2.10.
8	Projects and Grant applications	Nature Trail War Memorial Highways and Footpaths Community Office/Land Purchase Bridge End	2.6.
9	Clerk's pay, hours and pension	Appraisal carried out and incremental increase awarded, Threshold not met for pension contributions. Clerk has requested opt-out. Other employees to be notified by Clerk	2.9.
10	Any Other business		-
11	Date and time of next meeting	April 2019 – to be confirmed	-

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

PROJECTS AND FUNDING

1. Nature Trail

Project has been identified for 2019/2020:-

“To improve the access to the nature trail by repairing and installing handrails and steps to the trail”

Current progress

- Costings currently being carried out with Clerk with a view to applying for the maximum amount of £500 under the LCC Community Wildlife Grant. This will be for posts, railings and associated equipment and PPE
- The draft application will also be sent by the Ranger to Lincolnshire Wildlife Trust for advice

2. War Memorial

Information has been received from LALC:

From: Wendy Moore [<mailto:Wendy.Moore@lincolnshire.gov.uk>]

Sent: 02 November 2018 14:10

WAR MEMORIALS GRANT SCHEME (UK)

Grants of up to £30,000 are available grants for the repair and conservation of free-standing war memorials in England. These grants are intended to help those who are responsible for the upkeep of war memorials. The grants support the care and preservation of war memorials to a high standard, and to prevent the decay of this important part of our built heritage. Grants will normally be for up to a maximum of 75% of eligible costs. The funding is being made available through the War Memorials Trust and the next closing date for applications is the 31st March

2019. <http://www.warmemorials.org/grants/>

Wendy Moore

Funding Officer * Armed Forces Covenant Lead Officer * Town and Parish Council Liaison Officer

Lincolnshire County Council
Community Engagement Team

Environment & Economy

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Telephone: 01522 552223

Email: wendy.moore@lincolnshire.gov.uk

Current Progress

The War Memorial is in need of attention and there are ringfenced funds in reserves. Suggest Cllr Ramage is passed the information to research as he has had experience with this. Note Closing Date end of March.

3. Highways and Footpaths

Ongoing Project with agreed funding already in reserves for Community Speedwatch.

Will require expenditure on clothing and equipment for volunteers - TBC.

No actual funding opportunities have been identified for other projects but there is a meeting 24 January 2019 with LCC Highways Officer to look at any possible improvements for road safety (crossings, flooding, potholes, signage, road markings, etc.)

4. Community **Building**/LandPurchase Bridge End

Minute 18/112.1.5 (04 December 2018 PC meeting)

Suggestion from resident received. To be investigated in the future which would potentially require big funding pots from something like WREN and Big Lottery.

Investigations should be made as the issue regarding a community office/building has been raised previously in relation to the Police Office and old Co-Op building.

-End-