

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

CONFIRMATION OF MEETING

Time Date and Venue: 7.30pm on Tuesday 23rd June By Zoom Remote Video Meeting.
Members: Cllrs: A Bouvie, L McShane, C Hainsworth, M Ramage and Clerk: S Grant

AGENDA

	Agenda Item	Supporting documents/Notes	TOR
1	Apologies		
2	Appointment of Chair and Vice Chair		
3	Notes of 19 th November 2019	Submitted and approved by Parish 3 rd December 2019.	-
4	To annually review the financial regulations (first meeting after appointment of committee)	http://www.colsterworthanddistpc.co.uk/Financial.Reg.ratified.2020.05.pdf	2.2
5	Reconciliation of Q4 accounts (January to March 2020)	To be provided by Clerk/RFO Including rental agreements and annual specifications and contracts (carried forward from February review)	1.1. 2.1., 2.8. 2.11, & 2.13
6	To review rental agreements.	Allotments and In Touch Magazine.	<u>2.8</u>
7	Monitoring recommendations/ actions from internal audit.	Audit arrangements	2.14.
8	Projects and Grant applications <ul style="list-style-type: none"> • War Memorial • Nature Trail • North Witham Village Hall Play Area • Highways & Footpaths • Gardeners & Allotment Holders Grant Request for 2020 & 2021. 	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 Balance = £4,046.00 £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.) £4,977.16 Ear Marked for traffic calming/white gates project. £100 for Summer/Autumn 2020 & £200 for summer planting 2021 and winter planting 2021/22.	1.2. 2.6.
9	Any Other business	Policies and procedures for review: September 2020	-
10	Date and time of next meeting	October 2020 day and time TBC.	-

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 (October & 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 (October & April)
14. To monitor implementation of recommendations from internal and external audits