

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

CONFIRMATION OF MEETING

Time Date and Venue:

Tues 19th April 2022 at 7.30 p.m. @ Colsterworth Methodist Church

Members:

CLrs: C Hainsworth, L McShane, A Bouvie, E O'Neill and Clerk: S Grant

AGENDA

	Agenda Item	Supporting documents/Notes	TOR
1	Apologies		-
2	Appointment of Chair and Vice Chair		
2	Notes of previous meeting (19 th October 2021)	Submitted to Parish Council 2 nd November 2022) For F&A Meeting Minutes 19.10.2021 Click Here	-
	To annually review the financial regulations (first meeting after appointment of committee)	https://colsterworth.parish.lincolnshire.gov.uk/downloads/file/526/cad-financial-regulations-next-review-feb-2023	
3	Reconciliation of Q1 – Q4 accounts (Apr 2021 to March 2022)	To be provided by Clerk/RFO. SCRIBE Q1 – Q4 Yr End Click Here 1. Resolve to transfer £20,000.00 from the Colsterworth and District Parish Council Charitable Acc ending 7316 to the Colsterworth and District Savings Account ending 8445. Account balances to be provided by the Clerk.	2.1. & 2.13
4	Monitoring recommendations/ actions from internal and external audit	Recommendations from Internal Audit report. External Audit Report A.G.A.R. forms 2021/2022	2.14.
7	To annually review risk and asset registers	Risk Management Policy next review October 2022. Risk exception Report items working towards status green. Asset register to be provided by Clerk/RFO Click Here	2.10.
9	Community Cleaners Performance Review	To be provided by the Clerk.	
10	Reserves Report	To be provided by the Clerk. Click Here	1.3
11	Projects and Grant applications 1. War Memorial 2. Highways & Footpaths	Potential Funding schemes & criteria to be explored. Ideas/Suggestions for new projects for 2022/2023 Communications/Facebook/Speed signs/Benches War Memorial Project Balance = £2,687.00 Resolve to transfer the balance of the War Memorial Project to the General Fund. £4,977.16 Ear Marked for traffic calming. Explore Flashing Speed to be replaced on Bourne Road.	1.2. 2.6.
12	Any Other business		-
13	Date and time of next meeting	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 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