

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

Time Date and Venue: Tues 18th October 2022 at 7.30 p.m. @ The Methodist Church Hall  
Members: Cllrs: C Hainsworth, L McShane, A Bouvie, E O'Neill,

In attendance: S Walker and Clerk: S Grant

**AGENDA**

	<b>Agenda Item</b>	<b>Supporting documents/Notes</b>	<b>TOR</b>
1	Apologies		-
2	Notes of previous meeting (19 <sup>th</sup> April 2022)	Submitted to Parish Council 3 <sup>rd</sup> May 2022) For F&A Meeting Minutes 19.04.2022 <a href="#">Click Here</a>	-
3	Reconciliation of Q2 accounts (July to September 2021)	To be provided by Clerk/RFO. <a href="#">Click Here</a>	2.1. & 2.13
4	Monitoring recommendations/actions from internal and external audit	Recommendations from Internal Audit report. External audit recommendations reported to Council 06 September 2022. External Audit Report 2021/2022. <a href="#">Click Here</a>	2.14.
6	Budget setting for 2023/2024	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 1st November 2022 meeting. <a href="#">Click Here</a>  Risk exception Report, the Clerk working all items towards green. <a href="#">Click Here</a>  Asset register to be provided by Clerk/RFO <a href="#">Click Here</a> Asset register format and process to be agreed.	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. <a href="#">Click Here</a>	1.3
11	Projects and Grant applications <ul style="list-style-type: none"> <li>• Nature Trail</li> <li>• Highways &amp; Footpaths</li> <li>• Environment &amp; Amenities</li> <li>• Finance/Environment &amp; Amenities</li> </ul>	<p>Potential Funding schemes &amp; criteria to be explored.</p> <p>£2,000 Ear marked for tree works on the Nature Trail. <b>-£680.00</b> less PC SKDC Grant contribution <b><u>Balance = £1,320.00</u></b></p> <p><b>£9,977.16</b> Ear Marked for traffic calming.</p> <p>£2,000 Ear Marked for Notice Board at the Co-op</p> <p>InTouch Magazine Colour upgrade</p>	1.2. 2.6.

	<ul style="list-style-type: none"> <li>• Finance/Environment &amp; Amenities</li> <li>• Replacement Computer /Laptop for the Clerk.</li> </ul>	Brick bus shelter repair/upgrade  Clerk's computer to be replaced by Laptop.	
12	Any Other business		-
13	Date and time of next meeting	TBC	-

TERMS OF REFERENCE
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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