

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

CONFIRMATION OF MEETING

Time Date and Venue: Tues 25th May 2023 at 7.30 p.m. @ Colsterworth Methodist Church
Members: Cllrs: C Hainsworth, L McShane, C Russell, E O'Neill and Clerk: S Grant

AGENDA

	Agenda Item	Supporting documents/Notes	TOR
1.	Apologies		-
2.	Appointment of Chair and Vice Chair		
3.	Notes of previous meeting (18 th October 2022)	Submitted to Parish Council 1 st November 2022) Link to F&A Meeting Minutes 18.10.2022. See link https://colsterworth.parish.lincolnshire.gov.uk/downloads/file/672/f-a-minutes-october-2022	-
4.	To annually review the financial regulations (first meeting after appointment of committee)	Link to F&A Regulations next review March 2024. cad-financial-regulations-next-review-mar-2024 (lincolnshire.gov.uk)	
5.	Reconciliation of Q1 – Q4 accounts (Apr 2022 to March 2023)	To be provided by Clerk/RFO. SCRIBE Q1 – Q4 Yr End. See link Summary (lincolnshire.gov.uk) Account balances to be provided by the Clerk.	2.1. & 2.13
6.	Monitoring recommendations/ actions from internal and external audit	Recommendations from Internal Audit report. See link to Audit Page on website Audit – Colsterworth and District Parish Council (lincolnshire.gov.uk) 7. No recommendations by Internal Auditor 8. External AGAR signed at PXC Meeting 09 th May 2023 and submitted to PKF Littlejohn Auditors.	2.14.
7.	To annually review risk and asset registers	Risk Management Policy next review November 2023. Risk exception Report items working towards status green. Link to Risk Report 19.04.2023 risk-report-april-2023 (lincolnshire.gov.uk) Asset register to be provided by Clerk/RFO. See link Fixed Assets and Long Term Investments (lincolnshire.gov.uk)	2.10.
8.	Reserves Report	To be provided by the Clerk. See link Reserves Balance (lincolnshire.gov.uk)	1.3
9.	Projects and Grant applications 1. £2,701.14 2. £2,000	Potential Funding schemes & criteria to be explored. Ideas/Suggestions for new projects for 2023/2024 Communications/Facebook/Speed signs/Benches • S137 amount £9.93. Nature Trail Tree assessment Project - South Kesteven Prosperity The URN 1048 application has now been successful and £1,200 awarded for tree survey. Neighbourhood Plan Review	1.2. 2.6.

	3.	War Memorial Project – Grant Application agreed at PC Meeting 9 th May 2023 received from Colsterworth Festival of Remembrance (CFoR) for up to £3,500 towards Restoration costs.	
10.	Matters requiring urgent attention.		-
11.	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 disciplinaries (including appeals)
10. To annually review risk and asset registers (September/October)
11. To review annually specifications and contracts for contractors (September/October)
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