

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

CONFIRMATION OF MEETING

Time Date and Venue: Thurs 19th October 2023 at 7.30 p.m. @ The Methodist Church Hall, Colsterworth.

Members: Cllrs: E O'Neill, C Hainsworth, L McShane, C Russell and Clerk: S Grant

AGENDA

	Agenda Item	Supporting documents/Notes	TOR
1	Apologies		-
2	Notes of previous meeting (25 th May 2023)	Submitted to Parish Council 6 th June 2023) For F&A Meeting Minutes 06.06.2023 Click Here	-
3	Reconciliation of Half Yearly accounts (April 2023 to September 2023)	To be provided by Clerk/RFO. 01/04/2023 – 10/10/2023 Click Here	2.1. & 2.13
4	Monitoring recommendations/actions from internal and external audit	Recommendations from Internal Audit report. External audit recommendations reported to Council 05 September 2023. External Audit Report 2022/2023. Click Here	2.14.
5	Budget setting for 2023/2024	1) To be provided by Clerk/RFO 2) Resolve to agree an annual maintenance programme for both allotment sites.	2.3, 2.4. & 2.5.
6	To annually review risk and asset registers	Risk Management Policy to be agreed by Parish Council at 7 th November 2023 meeting. Risk exception Report items working towards status green. Asset register to be provided by Clerk/RFO Click Here	2.10.
7	Agree Clerks salary review		
8	Community Cleaners Performance Review	To be provided by the Clerk.	
9	Reserves Report	To be provided by the Clerk. Click Here	1.3
10	Projects and Grant applications <ul style="list-style-type: none"> • War Memorial • Nature Trail 	Potential Funding schemes & criteria to be explored. Grant Application from CFoR towards War Memorial Restoration of £3,500. Minute Ref May 2023.14.1 <u>Balance = £3,500.00</u> Awaiting outcome of FCC Grant Application War Memorials Trust Grant application to be submitted by 31/10/2023. £1,681.14 Ear marked for tree works on the Nature Trail. <u>Balance = £1,681.14</u> (£1,200.00 Grant received from SK Prosperity Fund for tree survey to be completed before 31/03/2023)	1.2. 2.6.

	<ul style="list-style-type: none"> Highways & Footpaths 	£5,677.16 Ear Marked for traffic calming. <p style="text-align: right;"><u>Balance £5,677.16</u></p>	
	<ul style="list-style-type: none"> Neighbourhood Plan Review 	£2,000.00 – In process <p style="text-align: right;"><u>Balance £2,000.00</u></p>	
	<ul style="list-style-type: none"> Colsterworth Primary School Grant request. 	To be confirmed	
11	Any Other business		-
12	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 half yearly bank reconciliations (Apr - Sep & Oct - Mar)
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 (October)
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 (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