

**COLSTERWORTH & DISTRICT PARISH COUNCIL
FINANCE AND ADMINISTRATION COMMITTEE
CONFIRMATION OF MEETING**

Time Date and Venue: Thursday 23rd May 2024 at 7.00 p.m. @ Colsterworth Methodist Church
 Members: Cllrs: E O'Neill, C Hainsworth, A Bouvie and J Clark.
 In attendance The Clerk: S Grant

AGENDA

	Agenda Item	Supporting documents/Notes	TOR
1. 1	Apologies		-
2.	Appointment of Chair and Vice Chair		
3.	Notes of previous meeting (19 th October 2023)	Submitted to Parish Council 1st November 2023) Link to F&A Meeting Minutes 19.10.2023. See link https://colsterworth.parish.lincolnshire.gov.uk/downloads/file/851/f-a-minutes-19-10-2023	-
4.	To annually review the financial regulations (first meeting after appointment of committee)	Link to F&A Regulations. https://colsterworth.parish.lincolnshire.gov.uk/downloads/file/893/cad-financial-regulations-2024-03-next-review-march-2025	
5.	Reconciliation of Q1 – Q4 accounts (Apr 2023 to March 2024)	To be provided by Clerk/RFO. SCRIBE Q1 – Q4 Yr End Statement of Accounts. See link https://colsterworth.parish.lincolnshire.gov.uk/downloads/file/916/statemtent-of-accounts-31-03-2024 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 https://colsterworth.parish.lincolnshire.gov.uk/downloads/file/919/internal-audit-report-27-04-2024 Internal Audit Checklist. See Link https://colsterworth.parish.lincolnshire.gov.uk/downloads/file/920/internal-audit-checklist-27-04-2024 Policies to Review below. See Link https://colsterworth.parish.lincolnshire.gov.uk/downloads/download/2/policies?downloadID=2 CAD Standing Orders CAD Financial CAD Code of Conduct CAD Communications CAD Social Media Policy Recommend adopting the following Policies. Draft CAD Training and Development Policy https://colsterworth.parish.lincolnshire.gov.uk/downloads/file/944/draft-cad-training-and-development-policy Draft CAD Working Group Terms Of Reference (TOR) draft-cad-working-group-tor-may-2024 (lincolnshire.gov.uk) To authorise a Debit Card linked to the HSBC Colsterworth Parish Council Bank Account for the Clerk. F&A Regulations Section 6.17: Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single	2.14.

		<p>transaction maximum value of [£250] unless authorised by council or finance committee in writing before any order is placed.</p> <p>External Audit Auditor's Report and Certificate – No findings or recommendations. See link https://colsterworth.parish.lincolnshire.gov.uk/downloads/file/817/section-3-notice-of-conclusion-of-audit-2022-2023</p> <p>External AGAR 2023-2024 signed at PC Meeting 07th May 2024 and submitted to PKF Littlejohn Auditors.</p>	
7.	To annually review risk and asset registers	<p>Risk Management Policy next review November 2024. Risk exception Report items working towards status green. Link to Risk Report 30.04.2024 https://colsterworth.parish.lincolnshire.gov.uk/downloads/file/930/risk-report-30th-april-2024</p> <p>Asset register to be provided by Clerk/RFO. See link https://colsterworth.parish.lincolnshire.gov.uk/downloads/file/760/asset-register-18-04-2024</p> <p>Resolve to renew the annual Parish Online subscription of £136.00 from 1st June 2024 when the free subscription through Clear Councils expires.</p>	2.10.
8.	Reserves Report	<p>See link https://colsterworth.parish.lincolnshire.gov.uk/downloads/file/750/reserves-report-23-04-2024</p>	1.3
9.	<p>Projects and Grant applications</p> <p>£1681.14</p> <p>£4,379.65</p>	<p>Potential Funding schemes & criteria to be explored. Ideas/Suggestions for new projects for 2024/2025</p> <p>Nature Trail Tree assessment Project – Identified 3 x trees need to be felled and an additional dead tree.</p> <p>War Memorial Project – In Process</p> <p>Neighbourhood Plan Review</p>	1.2. 2.6.
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