

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

CONFIRMATION OF MEETING

Time Date and Venue: 7.30pm on 23/07/2019 - Colsterworth Village Hall
Members: Cllrs: A Walden, J Clark, L McShane, C Hainsworth and Clerk: S Grant

AGENDA

	Agenda Item	Supporting documents/Notes	TOR
1	Apologies		
2	Notes of previous meeting 09 April 2019	Submitted and approved by Parish Council 7 th May 2019.	-
3	<ul style="list-style-type: none"> • Reconciliation of Q1 accounts (April to July 2019) • End of year accounts. 	To be provided by Clerk/RFO	1.1. 2.1.,2.2., 2.12.& 2.13
5	Monitoring recommendations/ actions from internal and external audit	Review recommendations from Internal Audit April 2019 and implement action plan.	2.14.
8	Projects and Grant applications <ul style="list-style-type: none"> • War Memorial • Nature Trail • Summer Fitness camp • North Witham Village Hall Play Area • Gunby PCC request submitted to Council July 2019 for consideration October 2019 	Potential Funding schemes & criteria to be explored.	1.2. 2.6.
10	Any Other business	Policies and procedures for review: September 2019 Play area maintenance costs.	-
11	Date and time of next meeting	October 2019 day and time 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