

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

CONFIRMATION OF MEETING

Time Date and Venue: TBC – Friday -5 October 2018 at 11.00 a.m. or Tues 09 October 2018 at 7.00 p.m. – Village Hall

Members: Cllrs: J Walden, C Hainsworth, L McShane, J Weston and Clerk: S Grant

AGENDA

	Agenda Item	Supporting documents/Notes	TOR
1	Apologies		-
2	Notes of previous meeting (16 July 2018)	Notes of Meeting 16 July 2018 - V2 - 30072018.docx Submitted to Parish Council 04 September 2018)	-
3	Reconciliation of Q2 accounts (July to September 2018)	To be provided by Clerk/RFO	2.1. & 2.13
5	Monitoring recommendations/ actions from internal and external audit	Recommendations from Internal Audit report implemented with formulation of forward agenda Auditors - Forward Agenda.docx External audit recommendations reported to Council 04 September 2018 and incorporated in forward agenda	2.14.
6	Budget setting for 2019/2020	To be provided by Clerk/RFO	2.3, 2.4. & 2.5.
7.	To annually review risk and asset registers (October 2018)	Risk Register agreed by Parish Council September 2018 with exception reports placed as standing agenda item at full Council; review carried forward to 2019/2020 Asset register to be provided by Clerk/RFO	2.10.
8	Projects and Grant applications	TBC	2.6.
9	Clerk's pay, hours and pension	Hours returning to 15 hours per week Oct 2018 Auto enrolment of pension and source provider	2.9.
10	Any Other business		-
11	Date and time of next meeting	January 2019 – to be confirmed	-

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

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