

## **Finance and General Purposes Committee - Terms of Reference**

**Adopted by the Parish Council on 17<sup>th</sup> December 2019**

the following terms of reference were adopted for the Finance and General Purposes Committee;

1. The Finance and General Purposes Committee will consist of the Parish Council Chair, Deputy Chair, Clerk (in his/her capacity as Responsible Financial Officer) and a minimum of two other Parish Councillors.
2. The Committee will be elected annually at the Annual Meeting of the Parish Council.
3. The Chair will be elected annually by the Committee at the first meeting.
4. The quorum of the Committee will be three members.
5. Only those appointed may vote at a meeting. In the case of an equal vote, the Chair shall have a second or casting vote.
6. The Clerk/Assistant Clerk will call a meeting of the Committee and send out the agenda (to the Committee only) after discussion with the Chair of the Committee and in accordance with the Parish Council Standing Orders.
7. The Clerk/Assistant Clerk will take Minutes of all meetings and the Minutes must be agreed by the Committee before publication. These Minutes are a public document and will be published.
8. The main areas under the remit of the Finance and General Purposes Committee are as follows:
  - a) to monitor the budget and review the Finances of the Parish Council with the Responsible Financial Officer/Assistant Clerk once a month;
  - b) to make recommendations on expenditure to the Parish Council;Finance and General Purposes Committee members can approve expenditure as follows;  
Revenue Items (any amount)  
Capital Items (up to the value of £5,000).  
All expenditure authorised by the Finance & General Purposes Committee will be advised to the full parish council meeting each month.  
Any grant applications can only be recommended by the Finance and General Purposes Committee. Only the full Parish Council can approve grant applications.
  - c) to approve the banking reconciliation statements prior to submission to the Chair of the Parish Council and the Parish Council;
  - d) to review the budget annually in respect of budget setting for the following year and to make recommendations to the Parish Council;
  - e) to consider the parish precept annually;

f) to examine the internal and external auditors reports and make recommendations as appropriate;

g) to consider all financial requests to the Parish Council (including grant requests);

h) to consider ad hoc financial requests throughout the year;

g) to consider all matters relating to the Parish Hall maintenance;

i) to review the overall management of the Parish Hall and make appropriate recommendations;

j) to review the Parish Assets, register annually and make recommendations as appropriate.

9) The Responsible Financial Officer and Assistant Clerk will ensure that all records relating to item 8 are kept up to date and are available for inspection by any resident and internal/external auditor.

10. The Parish Clerk will be responsible for bringing any changes in legislation/good working practices to the attention of the Committee for consideration thus ensuring that the Parish Council procedures are up to date and relevant.

The clerk was asked to schedule meeting dates for the Finance and General Purposes Committee and to circulate this accordingly.