

Finance Committee Terms of Reference

The Finance Committee Terms of Reference adopted by the Council at the Council Meeting held on 13th February 2018.

1. Committee

The Finance Committee is constituted as a Standing Committee of Barkham Parish Council, hereafter referred to as the Council.

2. Members

Four Councillors appointed annually at the Annual Council Meeting as voting members to include the Council Chairman. The quorum of the Committee shall be three Members.

3. Voting

Only the above may vote and participate at a meeting. In the case of an equal vote the Chairman shall have a second or casting vote.

4. Interests

If a Member has a personal interest as defined by the Code of Contact adopted by the Council then he/she shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.

N.B. If a Member who has declared an interest then considers the interest to be prejudicial, he/she must withdraw from the room during consideration of the agenda item to which the interest relates

5. Chairman

The Chairman is to be elected annually by the Committee at their first Meeting.

6. Meetings

The Committee will meet as the workload requires, with a minimum of 5 working days notice given. There will be a minimum of quarterly meetings.

7. Terms of Reference

To review these Terms of Reference prior to the Annual Meeting of the Council and to make appropriate recommendations to that meeting, or at other times if the Finance Committee considers it appropriate to do so.

8. Responsibilities

Overall responsibility for the management of the Council's financial affairs in accordance with legislative requirements, regulations and guidelines These will include:

- a) Recommending to the Council the opening and closing of Bank Accounts and the transfer of funds between accounts.
- b) Providing accounts, end of year balance sheets and supporting documentation.
- c) Set up accounting practices and systems.

- d) Preparing the Committee's annual estimates.
- e) Considering all the Council's Committees annual estimates to obtain an overall position of the Council's finances in order to make appropriate recommendations to Council and Committees.
- f) Recommending a precept to Council.
- g) To apply best value principles to the Council's affairs, even though there is no legal requirement to undertake this, and recommend accordingly.
- h) To consider forward planning and provide earmarked reserves for the replacement of equipment, vehicles, buildings and specific items of expenditure required in the future in order to lessen the precept burden in any one year.
- i) Undertaking an annual review of all fees, charges and allowances.
- j) Recommending to the Council investments in the long and short term.
- k) Ensuring the Council is adequately insured, that this is reviewed annually and recommend accordingly. To instigate insurance claims being made.
- l) To produce each year a financial report to be made available to residents and the public.
- m) Submitting claims for the recovery of VAT.
- n) Monitoring all Committees income and expenditure during the financial year and where appropriate recommending action to be taken.
- o) Ensuring all payments debits are signed by two members and are approved by the Council.
- p) Recording expenditure under Section 137 of the Local Government Act and recording this in end of year balance sheets.

9. Financial Regulations

To review annually and update the Financial Regulations, ensuring they are observed and make appropriate recommendations to Council.

10. Annual Budget

To prepare and submit the Council's annual budget for approval to the November Council (Precept Budget) Meeting.

11. Reserves

To ensure that all reserves are managed in line with the Council's Financial Regulations.

12. Internal and External Audits

To review both Internal and External Audit Reports and recommend to the Council what, if any, actions needs to be taken. The Internal Auditor carries out an annual Audit and is appointed by the Council. The External Auditor carries out an annual Audit of the Annual Return and is appointed by Smaller Authorities Audit Appointments Ltd as the Council has not opted out of the central procurement regime.

13. Grants and Donations

To consider all applications for grants (to charities) and donations (to other organisations or individuals, usually operating within the Parish) and make recommendations to Council, in line with the Council's Policy.

14. Insurance

To oversee all matters pertaining to insurance cover and claims, and to make recommendations to the Council.

15. Finance

The Committee shall have a remit to commit/spend up to £500 of expenditure annually on finance related matters. Any amount over that value will be reported to the Council meeting for their approval.

16. Meeting Duration

The Finance Committee Meeting shall be for a maximum of 2 hours, with any unfinished business being taken at the beginning of the next Finance Committee Meeting. In exceptional circumstances the meeting may be extended with a vote taken by Members.

17. Minutes

All Minutes shall be open for inspection by any Member of the Council or Public.

21. Councillor Matters

To set Councillor's allowances and expenses and to recommend to the Council accordingly.

Last Reviewed: February 2018

Scheduled Review: May 2019