

Terms of Reference – Committees

Finance and General Purposes Committee Terms of Reference

Committees in general

A parish council may delegate some, but not all of its functions. Section 101 of the Local Government Act 1972 provides:

That a Council may delegate its powers (except those that cannot be delegated) to a committee; or an officer.

A Committee may delegate its powers to an officer. The delegating body may exercise powers that have been delegated.

A committee may delegate some of its powers to a sub-committee which must not exceed the powers delegated to the parent committee.

Any sub-committee will require suitable terms of reference.

Committee membership and quorum

Membership will be six (6) members of the Parish Council including two ex-officio positions for the Chairperson and Vice Chairperson of the Parish Council.

The quorum of the meeting shall be three (3).

Members will be appointed by Full Council at the Annual Meeting of the Parish Council or any subsequent meeting.

The Chairperson of the committee shall be appointed by the council. The committee shall appoint a Vice -Chair person at its first meeting in any municipal year.

Meeting frequency

The committee shall meet a minimum of three (3) times per year, at times pertinent to consider the budget for the coming year and make suitable recommendations to Full Council, review receipts and payments against budget and consider the Year End accounts.

Principle meeting officers

Parish Clerk/RFO

Principle objective

Committee is to consider matters relating to finance, strategy, policy, and management of business.

Budgetary matters

The Committee has delegated powers in relation to budget monitoring and management and may authorise expenditure within any given budget for a cost centre up to £3000.

Authorisation of expenditure

Financial Regulations set out delegations in relation to revenue expenditure.

Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the Council for all items over £3000; or
- a duly delegated committee of the Council for items over £500 up to £3000
- the Parish Clerk for items below £500.

The authorisation by the Parish Clerk/RFO relates to 'routine expenditure' budget lines.

All expenditure by the Parish Clerk/RFO will be reported to the next meeting of the Finance and Strategy Committee or Full Council.

Delegated roles and functions

Responsibility for the monitoring and administration of the Parish Council's agreed budget.

Receive and consider reports and documents relating to finance, administration, and the general strategy of the Parish Council.

Responsibility for recommending a budget to Full Council, which should include:

- The budget (receipts and payments)
- Three-year estimate
- Investments
- Reserves
- Fees and charges

Power to amend fees and charges for Parish Council services.

Management and negotiation of land transactions on behalf of the Council including the content of leases.

Policy review and adoption not otherwise reserved to Full Council or other committees.

Consider and review policies relating to finance, administration, and strategy.

Consider all matters relating to the audit process and where required to make recommendations to Full Council.

Consider all matters relating to assets management including assessing risks.

Ensure that effective risk management and adequate insurance is in place.

Consider expenditure that is not delegated to another committee of the Council. This would not apply to reserved matters.

Establish, monitor, and review a long-term strategy for the Parish Council.

To be responsible for civil emergency planning.

Consider matters relating to communications.

To receive, note and action all matters arising from Councils internal audit report and review its effectiveness.

To be responsible for grants to the Council from external bodies.

To be responsible for the control of fixed assets.

To receive reports in relation to complaints received and consider any complaint not disposed of by direct action by the Parish Clerk.

To be responsible for sales.

Consider and determine applications for grant aid in accordance with the Community Grants Policy up to £3000.