

TOVIL PARISH COUNCIL



42. TERMS OF REFERENCE

FINANCE COMMITTEE

REVIEWED: 13.5.2024

MINUTE REF: FC 24/89

The Finance Committee of Tovil Parish Council consists of all Councillors unless any Councillor chooses to recuse themselves. The appointment of members to this Committee is decided at the Annual Parish Council meeting unless a review of the Terms of Reference is necessary.

Councillors elected/co-opted after the start of the Council year will be given the option of joining the Committee.

The role of the Finance Committee is to oversee/manage the following aspects of the financial administration of the Parish Council including the preparation and audit of the Council's systems and accounts.

Responsibilities

The Finance Committee shall:

Develop and, where necessary, recommend to the Parish Council policies and procedures for the financial management of the Council;

The Finance Committee will meet when required, during the meeting the Committee will review the Internal Control Procedure. The Chairman of the Finance Committee (not the Councils Chairman) will sign appendix a of the Internal Control Procedure to confirm the Committee has carried out a full review;

Oversee the investment strategies of the Parish Council and advise accordingly;

Recommend an annual budget and precept for the Council;

Monitor reserves to ensure that surpluses are not built up other than for working capital or for earmarked projects and known liabilities, ensuring that sufficient reserves are retained for future maintenance, replacement or upgrading of items for which the Council is responsible;

Monitor income and expenditure against budget and recommend appropriate action to the Council or committees. This includes to note the financial reports on behalf of the Council¹;

¹ The Local Government Act 1972 s101

To review and decide the Virements listed on the Finance Committee agenda to ensure funds are allocated and spent correctly.

Budget Discussions and Recommendations

Prior to initial budget discussions all Councillors will be asked to submit a formal proposal (including costings) for any item or project they would like the Council to undertake. The Committee will be responsible for considering which proposals are added to the final budget which the Committee will formally recommend to Full Council.

Initial budget discussions will take place in ~~November~~ October and then the final budget discussions will take place in ~~December~~ November. Full Council will meet in January to decide the final budget.

The Proposals submitted by Councillors will be monitored by the Finance Committee periodically throughout the financial year to ensure they are actioned. Once actioned the progress will also be monitored by the Finance Committee.

Membership

The Committee may appoint working parties to undertake any specific project work as necessary.

In accordance with the Internal Controls Policy all members of the Finance committee are required to be signatories for the Parish Councils bank accounts.

CHAIRMAN.....

DATE.....