

Alresford Parish Council

Finance Committee Terms of Reference

1) Membership:

- a) Membership shall comprise of seven members.
- b) Membership of the Committee is established at the annual meeting of the Council.
- c) The Committee shall elect a Chairman and Vice Chairman for each civic year.
- d) Co-opted members may join the Committee during the year if authorised by the Parish Council.
- e) Three members of the Committee shall constitute a quorum for the meetings.
- f) The Parish Council's Code of Conduct and attendance regulations apply to this Committee.

2) Frequency of the meetings

Meetings shall be called by the Chairman of the Committee and the RFO on a quarterly basis.

3) Reporting of the meetings

Reporting to the full Parish Council will be by a verbal report of the Chair of the Finance Committee at the next meeting of the full Council. The Parish Clerk or Deputy Clerk/RFO will be responsible for the recording of minutes.

4) Responsibilities

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

The Finance Committee will have the following specific duties:

- a) In consultation with the Chair of the Council, the Parish Clerk and the Assistant Clerk/RFO, to co-ordinate the detailed budget of the Council and recommend to the full Council the annual budget and the annual precept to be levied.
- b) To ensure adequate financial controls are in place to utilise and protect the Council's finances and assets – to include insurance of buildings and property and maintenance of asset register. To Conduct an annual review of the council's insurance policies.
- c) Ensure that appropriate records are maintained of all assets and that the assets are adequately controlled, maintained and insured.
- d) To review and if necessary amend the Council's Financial Regulations annually at the first quarter meeting and to ensure that the Council is observing the regulations.
- e) To monitor and effect compliance with laid down internal and external audit and other financial procedures, regulations and statutes.
- f) To monitor the Council's financial risk assessments and recommend changes where necessary.
- g) To consider and approve other Committees' budget and annual precept levels before submitting precept for approval.
- h) To recommend the annual accounts to the Council.
- i) To monitor income and expenditure against the budgets.

- j) To receive advice from the RFO on all aspects of finance and financial regulations, including the investment of both operating and capital balances and any transfer into and out of the capital fund (such transfers usually to be subject to agreement by the full Council).
- k) To make recommendations to the full Council, with regards to the transfer of funds from and to a particular operating budget.
- l) A non-bank signatory member is to review quarterly bank reconciliations prepared by the RFO at the committee meetings.
- m) To allocate funding to working groups if required.
- n) The opening and closing of Bank Accounts and the transfer of funds between accounts.
- o) 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.
- p) Recording expenditure under Section 137 of the Local Government Act and recording this in end of year balance sheets.
- q) To ensure that the RFO prepares the accounts of the Council and arranges the internal and external audits.
- r) To receive and review both Internal and External Audit Reports and arrange for implementation of any recommendations. 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 (SAAA).
- s) To conduct an annual review of the effectiveness of the internal audit.
- t) To consider all applications for grants and donations and make recommendations to Full Council, in line with the Council's Policy. To Periodically review the procedure for making grants.
- u) Any member of the Council may require that any matter dealt with, or intended to be dealt with, by the Finance Committee may be referred up to the full Council to be dealt with, without giving any reason.

5) Finance

The Committee shall have a remit to commit/spend up to £2,500 of the expenditure. Any amount over that value will be reported to the Full Parish Council meeting for their approval.

These terms of reference are to be read and be applied in conjunction with, and be subject to, Alresford Parish Council's Financial Regulations.

Adopted in Full Council.

Date: 1st August 2018

Resolution: 08/18/1079

Review: Annually
