

# Godstone Parish Council

## Finance Committee - Terms of Reference

(Standing Committee)

*Reviewed and Agreed at the Full Parish council meeting in May 2023.*

1. The committee will hold a minimum of two ordinary meetings of a standing committee up until the date of the next annual meeting of the Council, normally to be held in November/December and May.
2. As per 12, 13 and any appropriate sub paragraphs a Finance Committee Chairman may call a meeting of the Committee to discuss matters arising and where required, to make recommendations to Full Council.
3. The committee can determine the number and time of its meetings; the committee will hold its meetings at The Bounty, unless due to circumstances this is not possible, with meetings being held between 10am – 10pm, Monday – Friday. Meetings may be held via remote Conferencing Calls where legislation allows. Documents requiring signature(s) discussed at remote meetings should be signed in the presence of the Responsible Financial Officer and confirmed as witnessed by their signature.
4. The notice for a committee meeting will be a minimum three clear days' public notice for a meeting and does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.
5. The quorum for a meeting of -this committee, shall be three members;
6. The members of this committee may not include non-councillors as it is a committee which regulates and controls the finances of the Council.
7. The full Parish council will appoint no less than four members to the Committee, normally annually, at the Annual Meeting of the Parish Council and the members terms of office for the committee will be one year unless legislation allows longer terms. A Full Parish Council can, by agreeing a motion proposing removal or addition of members, amend membership of the Committee at any time.
8. The full Parish council appoints the chairman of the committee. Members may decide on a Vice-Chairman if the Chairman is unavailable.
9. Subject to point 6, the Parish council may appoint and determine the terms of office of the substitute members to a committee, whose role is to replace the ordinary members at a meeting of a committee, should the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend and the committee would not be quorate;
10. Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which gives reasons for the public's exclusion.
11. Unless the Council determines otherwise, the committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
12. On behalf of the full Council the Finance Committee will:
  - 12.1 Review and agree annually, and effect any changes required:
    - 12.1.1 All fees and charges made by the Council.
    - 12.1.2 Salaries of all employees and motor mileage rates.
    - 12.1.3 Chairman's Allowance
    - 12.1.4 Asset Register and Parish Council Insurance cover.

- 12.2 Agree budget and precept for the following year for recommendation to the Parish Council meeting in January.
- 12.3 Review and agree annually the Financial Risk Assessment and monitor effectiveness of the system of internal control for recommendation to the Parish Council.
- 12.4 Review and agree annually the Financial Regulations for recommendation to the Parish Council.
- 12.5 Monitor budget spend and agree any virement.
- 12.6 Consider and agree action upon any Internal/External Audit recommendations.
- 12.7 The Committee is authorised to pay accounts outstanding for the current financial year, including staff salaries and ~~consider applications for grants to local organisations and pay if budget permits.~~
- 12.8 Deal with any other financial matters, as delegated to the committee by the Parish Council.
13. The Council has delegated responsibility to the Finance Committee for items 12.1, 12.5, 12.6, 12.7 and 12.8.
14. All decisions made by the Finance Committee to be reported to the full Council for noting or agreement.