

Downley Parish Council Finance Committee

Terms of Reference

The Finance Committee is constituted as a standard committee of Downley Parish Council.

These terms of reference are to be endorsed by Downley Parish Council and applied in conjunction with and be subject to Downley Parish Council's finance standing orders.

The primary objective of the committee is to assist the Parish Council oversee the proper financial management, financial risk, management strategy, internal and external audit, policy and treasury transactional matters. This includes the preparation of the annual budget, delegated to it by the Council, and to review and make recommendations on major financial transactions and the annual rate precept to the full Council.

The Clerk has spending approval up to £500.

Composition of the Finance Committee

The Finance Committee will comprise of a minimum of three Councillors from the full membership of the Parish Council.

The Committee will select, by vote if necessary, the chairman of the Finance Committee. Minimum numbers for quorum will be three Councillors and the Clerk.

The Clerk/Responsible Financial Officer (RFO) shall be a standing member of the Finance Committee and responsible for the proper administration of the Parish Council's financial affairs. The Clerk/RFO has no voting powers within the Committee.

The Clerk is responsible for the maintenance of any documents and records that are necessary for the effective fulfilment of the Committee's duties as listed above.

Meetings will be held quarterly.

Interests

If a committee member has a personal interest in any items on the agenda then they shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required. If the Committee or the Member who has declared an interest then considers the interest to be prejudicial, they must withdraw from the room during consideration of the agenda item to which the interest relates and have no voting powers on such items.

Public participation

Agendas for finance meetings will go on the DPC website three days in advance of meetings, members of the public are permitted to submit comments to the Clerk for consideration.

Minutes of meetings will be published online following the meetings.

Responsibilities

The Finance Committee shall undertake the following:

- Monitor and update the Financial Regulations and ensure that they are observed by the Parish Council.
- Monitor the financial administration of the Parish Council.
- Provide advice and guidance to the Chairs of other Committees of the Parish Council and to the full Parish Council on all aspects of financial management.
- Co-ordinate the detailed budget of the Parish Council and recommend to the full Parish Council the annual budget and the annual precept to be levied.
- On a quarterly basis the Chair of the Finance Committee is to report to the full Parish Council on the progress of actual expenditure compared to the budget. The RFO is to prepare an annual bank reconciliation and report it to all members.
- To ensure that the RFO prepares the accounts of the Parish Council and arranges their internal and external audits.
- Monitor the administration and review of day to day financial matters including internal audit of the Parish Council's income and expenditure.
- Conduct an annual review of the council's insurance policies and monitor the procedure for risk assessment of all of the Parish Council's activities.
- To make recommendations to the full Parish Council, with regards to the transfer of funds from and to a particular operating budget, including making project investments in the long and short term.
- Periodically review the procedure for making grants.
- Ensure that appropriate records are maintained of all assets and that the assets are adequately controlled maintained and insured.

Other Financial Matters

Assets shall be depreciated in the accounts in accordance with standard accounting practice.

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.