

SHAVINGTON-CUM-GRESTY PARISH COUNCIL

FINANCE COMMITTEE

TERMS OF REFERENCE

Under S.101(1) of the Local Government Act (LGA) 1972, a local council (ie a Town or Parish Council) may arrange for the discharge of any of its functions to –

- A committee (and any sub-committee); or
- An employee; or
- Another local authority

Note: This does not preclude the Parish Council itself from performing any functions delegated on its behalf.

S.101(6) of the LGA 1972 prohibits a local council from delegating its function of levying or issuing a precept, to a committee, a sub-committee or an employee. It is for the full Parish Council to make this decision.

- (a) The Committee shall be a standing Committee (to be re-appointed at the Annual Meeting) comprising five parish councillors.

The Chairman of the Parish Council (or Vice-Chairman) shall chair the Committee. In the event of neither being present at a meeting, a Chairman for the meeting shall be elected from the remaining Members.

- (b) The Committee shall operate under the Parish Council's Standing Orders.

- (c) The quorum shall be three parish councillors.

- (d) Number of meetings in an ordinary year: as and when required, but no fewer than two, to allow budget monitoring half-way through the financial year and to consider a budget for the forward year.

- (e) Notice of meetings shall be in accordance with public notice requirements as set out in the Public Bodies (Admission to Meetings) Act 1960.

- (f) Voting shall be in accordance with the Parish Council's Standing Orders.

- (g) The Committee's responsibilities shall be as follows:

- Development of the annual budget as prepared by the Clerk/Responsible Financial Officer;
- Submit recommended budget to the Parish Council no later than January each year.
- Carry out on-going audit controls throughout the year, as necessary.
- Verify the end-of-year accounts prior to reporting to the Parish Council, which in turn, shall forward the accounts for internal and external audit.
- Conduct an annual review of the effectiveness of internal audit.
- Consider other financial matters, as necessary, and make recommendations to the Parish Council, as appropriate.
- To report to the Parish Council as and when appropriate.

- (h) Terms of Reference for the Committee shall be reviewed at the Annual Meeting of the Parish Council, and the Committee itself shall make recommendations for change, as and when considered appropriate.