

Ackworth Parish Council Committees

Terms of Reference for the Finance & General Purposes Committee

1. The Committee will be known as the Finance & General Purposes Committee
2. The Parish Council's Standing Orders will apply to this committee
3. The Committee is appointed to carry out any matters relating to points 12 - 21 below.
4. There will be 6 members of this committee.
5. The Chair will be appointed by the Parish Council
6. The quorum will be 3 (one half of the membership)
7. The membership of the Committee will be reviewed annually at the annual meeting of the Council.
8. The Committee will meet at least quarterly on dates agreed by the Parish Council and if required additional meetings may be called.
9. The Administration Staff will provide secretarial services
10. The minutes of the meeting will go to the next Council meeting for ratification.
11. The Committee will follow the rules for convening its meetings as those applied to the full council

Remit of the Committee

12. To monitor, manage, and make recommendations to Council in respect of the financial affairs of the Council.
 - a) Ensure that an adequate and effective system of internal control is in place to secure the integrity of finances and any other information.
 - b) Review, at least quarterly, performance against budget and take any necessary action
 - c) Maintain adequate levels of financial reserves and managing Councils investments
 - d) Report and refer matters to full Council for approval / expenditure
13. To keep the Council's policies and procedures under review and recommend improvements as necessary – including Standing Orders for the conduct of meetings.
 - a) Review all policies annually and make recommendations to Council for approval.
14. To consider and take appropriate action on all reports arising from both internal and external auditors.

15. To take steps to identify and update key risks facing the Council, and to decide upon appropriate measures to avoid, reduce or control those risks or their consequences.
16. To monitor the Council's insurance cover and ensure this is adequate to meet its liabilities.
17. Ensure the Council complies with its legal obligations e.g. data protection, freedom of information, transparency.
18. To present reports, recommendations and minutes to Council for information / consideration / approval.
19. Delegated powers - to authorise and implement all actions relating to the above, save in respect of decisions that will result in council expenditure or which relate to Council policy, the precept, annual budget which all require approval by full Council.
20. Health & Safety to receive reports from the Clerk on issues relating to H & S and make recommendations to the Council.
21. To be responsible for any matters not included within the Terms of Reference of other Committees and matters referred to by the full Parish Council