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 Committee is appointed to manage any matters relating to effective review of the Council's budgetary, financial and precepting responsibilities in accordance with statutory requirements, and to keep the smooth functioning of the Council's work under review.

3. The Parish Council's Standing Orders will apply to this Committee

4. The meetings of the Finance & General Purposes Committee will be convened in accordance with the Parish Council's standing orders in which the proper officer will convene ordinary meetings

5. In line with standing Financial Regulations, this committee has the delegated authority to authorise expenditure within budget within limits set out in the Financial Regulations

6. This committee is the parent of the Village Events & Communications Subcommittee
   i. This committee will receive the meeting minutes from the Village Events & Communications Subcommittee.
   ii. Approval of recommendations outside of this committees delegated powers will be decided at the next full council meeting

7. There will be 6 members of this committee

8. The Chair and Vice Chair will be appointed by the Council

9. The quorum of the Committee will be 3

10. The membership of the Committee will be reviewed annually at the annual meeting of the Council

11. The Committee will meet on dates agreed by the Parish Council – minimum quarterly

12. The Administration Staff will provide secretarial services

13. The committee will ratify its own minutes and will be seen by the full Parish Council for information only. Approval of recommendations outside of this committees delegated powers will be decided at the next full council meeting

14. Members will be appointed annually at the Annual Meeting of the Parish Council

15. The Clerk may attend meetings in an advisory capacity but will not be a voting member

16. These Terms of Reference shall be reviewed annually by the Full Council and amended as necessary

Remit of the Committee

17. 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) To monitor the Councils' Revenue & Capital Budget and Programme and any works scheduled therein and report any concerns to the full council.
    c) Maintain adequate levels of financial reserves and managing Councils investments
    d) To be responsible for review of the Council's assets, asset register, records and archives.
    e) To consider the resources available to meet the Council's objectives in terms of land, finance, and manpower and to advise other committees and the Council as required.
    f) To consider the financial implications of the Council's plans and to recommend to the Council levels of expenditure in connection therewith.
    g) Report and refer matters to full Council for approval / expenditure

18. To keep the Council's policies and procedures under review and recommend improvements as necessary
    a) Review all policies annually and make recommendations to Council for approval.
    b) To review financial policies and procedures, internal controls, Standing Orders, Financial Regulations, and recommend amendments to the Council.

19. To consider and take appropriate action on all reports arising from both internal and external auditors.

20. 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.

21. To consider the resources available to meet the Council's objectives in terms of land, finance, and manpower and to advise other committees and the Council as required.

22. To review the Council's risk including provision of insurance (including any potential claims) and make recommendations to the full council, and to review the insurance policy to ensure it is fit for Purpose and adequate to meet its liabilities

23. Ensure the Council complies with its legal obligations e.g. data protection, freedom of information, transparency.

24. To present reports, recommendations and minutes to Council for information / consideration / approval.

25. 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.

26. Health & Safety to receive reports from the Clerk on issues relating to H & S and make recommendations to the Council.

27. To consider estimates of this committee and of other committees of income and expenditure on continuing services and payments on capital account for the next and future financial years and report to the full council.

28. To submit to the Council estimates of income and expenditure of the Council on continuing services and of payments on capital account for the next financial year and make a recommendation as to the Council's Precept.

29. To ensure that the Council is complying with undertakings and processes contained in its Financial Regulations

30. 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