

# **KELVEDON HATCH PARISH COUNCIL**

## **Finance Committee**

### **Terms of Reference**

1. The Committee will consist of four members elected annually at the Annual General Meeting of the Parish Council of which only one can also be a member of the Environmental Committee.
2. A minimum of three members shall constitute a quorum at meetings of the Committee.
3. The Parish Council Chairperson or Vice Chairperson (but not both), ex-officio, can also be a voting member of this Committee.
4. In order that the Committee is always quorate, any Parish Councillor may be asked to take the place of a regular member who is unable to attend a Committee meeting.
5. Before proceeding to any other business the Committee will elect a Chairperson and may elect a Vice-Chairperson at the first meeting following the Parish Council Annual Meeting who shall hold office until the next Annual Meeting.
6. The Committee will settle its programme of meetings for the year.
7. The Committee will ensure that financial transactions and records comply with the terms, conditions and requirements of the Financial Regulations.
8. The Committee will be responsible for preparing the Parish Council's annual budget and recommending it and a precept to the Parish Council no later than January each year.
9. The Committee will develop, maintain and monitor the policy on the management of reserves.
10. The Committee will oversee the Financial Administration of the Council.
11. The Committee will monitor performance against budgets and take any necessary action.
12. The Committee will assess and monitor financial risks.
13. The Committee will check the asset register on an annual basis to ensure that all assets are included with their insurance or community value. The Committee will ensure that all items are included on the insurance policy.
14. The Committee will ensure that an adequate and effective system of internal audit of the council's accounting and control systems is in place and will review its effectiveness.
15. At the end of each financial year the Committee will recommend the Accounts for approval to the Parish Council.
16. The Committee will receive and review Audit Reports and arrange for implementation of any recommendations.
17. The Parish Council Standing Orders on rules of debate and the Standing Order on interests of members in contracts and other matters shall apply also to this Committee.
18. Voting in Committees: - Members of the Committee, entitled to vote, shall vote by a show of hands. In the event of a tie the Chairperson shall have a second or casting vote.
19. Presence of Non-Members of the Committee at Committee Meeting: - A member who has proposed a resolution, which has been referred to the Finance Committee of which he/she is not a member, may explain his resolution to the committee but shall not vote.

**Terms of Reference adopted at PC Meeting on 10<sup>th</sup> April 2014 recorded at minute 9(d).**