

Sedlescombe Parish Council

TERMS OF REFERENCE FOR THE FINANCE COMMITTEE

The Finance Committee is constituted as a standing committee. These rules are supplemental to, and do not in any way override, Sedlescombe Parish Council's standing orders. They will be applied in conjunction with, and be subject to, Local Government Law, Sedlescombe Parish Council's financial regulations, taking the risk assessment into account.

Purpose: To assist the Parish Council in overseeing the proper financial management, financial risks, management strategy, internal and external audit, policy and treasury transactional matters. This includes the preparation of the annual budget for recommendation to the full council and reviewing and making recommendations on major financial transactions and the annual precept to the Full Council. The Clerk/RFO is responsible for the proper administration of the Parish Council's financial affairs and is responsible for the maintenance of any documents and records necessary for the effective fulfilment of the Committee's duties.

Spending approvals are as per the council's Financial Regulations.

Committee: Membership numbers are not limited but are subject to a minimum of four serving Parish Councillors. All serving Councillors may request to be appointed to the Committee and should a member of the committee resign the council will appoint a replacement member. The Chair and Vice-Chair of the Council shall be ex-officio members with full voting rights.

The Chairman and Vice Chairman of the Committee shall be elected by the membership at the first committee meeting following the Annual Meeting of the Parish Council and shall hold office until the next Statutory Annual Meeting of Sedlescombe Parish Council unless they resign the post before.

Quorum: The quorum necessary for the transaction of business shall be three, one of whom must be Chair of the Committee or the vice chair, in the event of enforced absence. If the number of the Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum the meeting shall be adjourned and any business not transacted shall be transacted at the next meeting or on such other day as the Chairman shall arrange.

The parish council clerk/RFO will be responsible for the administration of the committee.

Meetings: Meetings will be held as per the schedule agreed at the annual meeting.

The Parish Clerk or the Chairman of the Finance Committee may call additional meetings as and when necessary in accordance with the Council's Standing Orders.

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.

Areas of Responsibility: The Finance Committee has the delegated authority from Sedlescombe Parish Council:

To co-ordinate the detailed budget of the Council, in consultation with the Parish Clerk/RFO and recommend to the full Council the annual budget and the annual precept to be levied.

To review the progress of actual expenditure compared to the budget, and report to the full Council.

To review the reserves policy.

To monitor the administration and review of day-to-day financial matters including internal audit of the Council's income and expenditure. A detailed audit of records should be conducted in advance of the meeting by a councillor who is not a signatory on any of the bank accounts.

To ensure that the RFO prepares the accounts of the Council and arranges their internal and external audits.

To receive advice from the RFO on all aspects of finance and financial regulations including the investment of both operating and capital balances and any transfer into and out of the capital fund (such transfers to be subject to agreement by the full Council).

To ensure that appropriate records are maintained of all assets and that the assets are adequately controlled maintained and insured.

To review and amend the Council's Financial Regulations and risk assessment annually or as necessary and to ensure that the Council is observing the regulations.

To consider and approve other Committees' budget and annual precept levels before recommending them to the full council for approval.

To recommend the annual accounts to the Council.

The power to consider and make decisions at any scheduled Meeting of the Committee on any matters which in the opinion of the Chairman of Council after consultation with the Clerk are of an urgent nature and where it is considered that it is in the interests of the Council to take action before the next ordinary meeting of the Council providing such decision is not limited to the full council

The Committee has delegated authority to agree a response to the District Council on any urgent planning applications that cannot otherwise be met within the schedule of Full Council Meetings.

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.

To review the procedure for making grants.

The Finance Committee allows members of the public to address the meeting about items on the agenda. Members of the public may speak for 3 minutes (max) in accordance with the Council's Standing Orders and only before the Finance Committee has begun its own deliberations. If required, the committee members may seek clarification of the proposals from the public within the debate. In accordance with the Council's Standing Order members of the public may be excluded from the meeting if confidential business is to be transacted.

These terms of reference will be reviewed annually following the Parish Council's AGM and ratified at the full council meeting following the first Finance Committee meeting Adopted on 18/6/18

Reviewed 7/12/21

Reviewed 15/06/22

Reviewed 20th June 2023

Reviewed 17th June 2024