

GREAT BENTLEY PARISH COUNCIL

TERMS OF REFERENCE FOR THE FINANCE COMMITTEE

1. POWERS:

- A) To decide - NO
B) To spend: NO
C) To Act: Only within Terms of Reference
D) Budget: NO – no allocated budget

All expenditure to be authorised by the Full Council.

2. MEMBERSHIP OF THE COMMITTEE

The Committee will have a maximum of 5 Councillor members.

Membership will be approved annually at the Full Council Annual Parish Council Meeting.

All members of the Finance Committee must be members of the appointing Council (CAB 10TH Edition P.72).

Great Bentley Parish Councillors who are not appointed to the Committee may attend meetings as non-voting members of the public.

Membership for 2021/2022 Municipal year:

Councillor R Taylor

Councillor K Plummer

Councillor B Herbert

Councillor L Edwards

Councillor P Dennitts

3. MEETINGS

The Committee will meet as required and Agenda Notices will be circulated and displayed in accordance with statutory rules.

Minutes will be recorded and maintained by The Clerk to the Council.

4. QUORUM

The quorum is 3 members.

5. UNDERTAKINGS

- All members of the Working Group will abide by the Parish Council Code of Conduct, Standing Orders and any other Council regulations and policies.

6. TERMS OF REFERENCE

The Committee's functions are as follows:

- To recommend the Budget and Precept each year for approval by Full Council.
- The regular review (at least annually) of the Council's Financial Regulations with recommendations to Full Council for adoption of any amendments.
- To appoint a serving Councillor, who is not a bank signatory or a member of this Finance Committee to undertake quarterly internal audits of accounts.
- To review the Annual Risk Assessment documents and Annual Insurance arrangements for adequacy for recommendation to Full Council.
- To review and recommend year end AGAR figures and declarations for approval by Full Council