

# **RAYNE PARISH COUNCIL FINANCE COMMITTEE TERMS OF REFERENCE**



The Finance Committee is a Standing Committee of Rayne Parish Council.

Membership of the Finance Committee shall consist of at least 5 core voting members of Rayne Parish Council, membership includes the Chair and Vice Chair of the Council who are ex officio members plus three further Councillors. All council members are encouraged to attend committee meetings.

- Three members of the Finance Committee will constitute a quorum.
- A Chairman is to be elected annually by the Full Council at the Annual Council Meeting of Rayne Parish Council and shall hold office until the next Annual Council Meeting as per the Standing Orders.
- Should any elected member, including the Chairman and Vice-Chairman, resign, a new member of the committee will be appointed at the next full council meeting and this will be noted in the minutes of the next full council meeting.
- Only members of the committee may vote and participate at a meeting. In the case of an equal vote the Chairman shall have a casting vote.
- If a member has a personal interest as defined by the Code of Conduct adopted by the Parish Council, then s/he shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.  
NB If a member who has declared an interest, then considers the interest to be prejudicial, s/he must withdraw from the room during the consideration of the agenda item to which the interest relates.

The Standing Orders on the rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interest of members in contracts and other matters shall apply to committee and sub-committee meetings.

If the number of 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.

## **RESPONSIBILITIES**

To work with the Responsible Financial Officer (RFO) in the management of the Council's financial resources and to consider and recommend strategy and action on policy and operational matters concerned with Council's finances, property, and resources.

The Finance Committee will have the following specific duties:

- a) To consider committee budgets and recommend the precept; submitting the recommendation to the Full Council for approval at the appropriate budget setting meeting.
- b) To ensure adequate financial controls are in place to utilise and protect the Council's finances and assets – to include insurance of buildings and property and maintenance of asset register.
- c) To monitor and effect compliance with laid down internal and external audit and other financial procedures, regulations, and statutes.
- d) To monitor the Council's financial risk assessments and recommend changes where necessary.
- e) consider and approve other Committees' budgets and annual precept levels before submitting precept for approval.
- f) To recommend the annual accounts to the Council.
- g) The council shall ensure an internal auditor is appointed at the Precept meeting.

- h) Oversee the opening and closing of Bank Accounts and the transfer of funds between accounts.
- i) To consider forward planning and provide earmarked reserves for the replacement of equipment, vehicles, buildings and specific items of expenditure required in the future in order to lessen the precept burden in any one year.
- j) To seek grant aid and appropriate support in respect to the responsibilities and any ongoing or new projects of the Council.
- k) Monitor income and expenditure against the committee budgets quarterly (or more frequently, if required) which are set annually.
- l) To allocate funding to working groups if required.
- m) The committee shall review and recommend changes to the 5 year and 12 month business plans on an annual basis before the budget for the following year is set.
- n) To authorise emergency spending of up to £1000. The authorisation can be given via email, when there is no full council meeting or finance committee meeting planned and the emergency funding needs to be released as soon as possible. Authorisation needs to be given by at least two people of the finance committee and the Clerk/RFO, different to the requestor, in order for the request to proceed.

All powers shall be exercised in accordance with any Standing Orders, policy adopted or directions given by Rayne Parish Council.

## **MEETINGS**

Meetings shall be called by the Chairman of the Committee and the Clerk/RFO quarterly as set out in the council calendar.

Minutes of all meetings will be recorded by the Clerk or any member nominated at the meeting. All minutes shall be open for inspection by any Member of the Parish Council or Public.

The Public and Press may be admitted to meetings. If required they may be temporarily excluded by the means of special resolution as follows: "In accordance with Part 1, Schedule 12(A) of the Local Government Act 1972 the Press and Public be excluded from the meeting during the consideration of these items due to the confidential nature of these items."

## **BUDGET**

The finance committee does not have a specific budget but has responsibility for all those budget lines which are set out under the heading 'responsibilities' in these TOR. The Finance committee will from time to time find it necessary to seek approval of expenditure from the full council in exceptional circumstances.

## **REVIEW OF TERMS OF REFERENCE**

The Terms of Reference will be reviewed annually at the first meeting of the committee after the Annual Council Meeting of the Council and where necessary make appropriate recommendations to Full Council.

***Date effective from: August 2019***

***Last review date: July 2024***

***Next review date: July 2025***