

Terms of Reference – Finance & General Purposes Committee

1. Membership

The Finance & General Purposes Committee is composed of up to six members of the Parish Council and the Financial Controls Officer, to include the Parish Council Chairman, Vice-Chairman and Chairmen of the Allotments, Facilities Management and Planning Committees. The Full Parish Council has the discretion to appoint people to the committee to ensure that there is always full membership.

2. Purpose of the committee

The Finance & General Purposes Committee will oversee the administration of all matters relating to Parish Council finance, audit compliance, assets, marketing & communications, environment/climate and HR matters. HR issues are delegated to the Staffing Subcommittee which reports to the Finance & General Purposes Committee. Development of the Parish Plan is delegated to the Parish Plan Working Group. The Finance & General Purposes Committee will take into account the output of all existing Parish Council Working Groups; other groups may be convened by the Parish Council as required.

3. Aims and objectives

a. The role of the committee is as follows:

- The administration of the Prestbury Parish Council's financial affairs.
- Fixed assets/asset management, including utilities and computer equipment.
- Internal controls including review of effectiveness of internal audit and internal controls.
- Financial terms and conditions relating to Prestbury Parish Council employees.
- Charges or fees associated with Prestbury Parish Council facilities.
- Tendering, contract and purchasing arrangements in line with Prestbury Parish Council Financial Regulations.
- Receipts of committee proposals for inclusion in the forthcoming annual budget.
- Authorisation for payment of Prestbury Parish Council invoices.
- Annual budget performance targets.
- Consultation at stage 3 of the Prestbury Council's Sickness Absence Policy.
- Consultation at stage 4 of the Prestbury Council's Capability Policy.
- Any matters in connection with the Freedom of Information Act.

b. The Committee will consider and make recommendations to the full Prestbury Parish Council on:

- Draft of the annual budget and precept amount in time for approval at the full Prestbury Parish Council meeting in January as per council Financial Regulations.
- Any review or amendments of Financial Regulations, Standing Orders or Terms of Reference relevant to this committee.
- Any financial borrowing or loans.
- Any use of financial reserves.
- Proposal for inclusion in the capital works programme.

4. Meeting arrangements and frequency

- a. Meetings will be held each month. The calendar will be agreed at the first meeting of the committee and published on the Parish Council website. The Chairman of Parish Council will be the Chairman. Election of the Vice Chairman will be the first business of the initial committee meeting.
- b. **Standing orders on rules of debate and on interests of members in contracts or other matters shall apply.**

5. Quorum

A minimum number of three committee members are required for decision-making purposes. In the absence of the elected Chairman a member must be elected to chair the meeting.

6. Reporting and accountability

- a. **The committee is a standing committee of the Parish Council and as such will publish agendas and minutes of its meetings.**
- b. **The Chairman of the committee is expected to produce the agenda for each meeting, at a minimum of five working days before each meeting, following the official Parish Council numbering format.**
- c. **The Parish Clerk or other appropriate officer will record meetings and circulate the draft minutes within five working days of each committee meeting.**
- d. **The Committee will refer matters to the Parish Council which are outside of its Terms of Reference together with any recommendations.**

7. Review arrangements

The committee will be a standing committee of the Parish Council. The appointment of the committee will be considered at the Annual Parish Meeting who may decide to alter or dissolve the committee as required.

Adopted by Prestbury Parish Council on 10 May 2021