Terms of reference for the Finance Committee

Agreed and approved at AGM May 2026

1. Authority

The Finance Committee is an advisory committee with no delegated executive powers and appointed by and solely responsible to the Parish Council. The Committee duties are defined and agreed by the Parish Council. The Committee will meet at least twice every year and be convened to deal with events as they occur, providing its written recommendations to the Parish Council.

2. Membership

All members of the Committee will be elected Councillors. The Committee will consist of no fewer than three elected Councillors. At its first meeting it will elect a Chairman to preside at its future meetings, to be re-elected each year after the Annual General Parish Council Meeting. A quorum at the Committee's meetings will consist of no fewer than three elected members. The Parish Clerk/ Responsible Financial Officer may attend all Committee meetings that do not relate to this person's terms of service and may be requested to record the minutes.

3. Record of Proceedings

Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors with recommendations for the next Full Council meeting. The Parish Clerk/Responsible Financial Officer will be responsible for arranging the distribution of the minutes.

4. Responsibilities

Primary Purpose: to advise on the management of the Council's financial resources and to debate and recommend strategy and action on policy and operational matters concerned with Council's finances, property, resources, land and manpower.

The Finance Committee will have the following specific advisory duties that will enable the Parish Council: -

(a) To prepare recurrent and exceptional budgets and recommend precepts for approval.

(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 review and amend the Council's Financial Regulations annually according to NALC Guidelines and to ensure that the Council is observing the regulations

(d) To monitor and effect compliance with laid down internal and external audit and other financial procedures, regulations and statutes.

(e) To monitor and where appropriate recommend purchase of all capital items according to the defined procurement procedure of the Regulations.

(f) To make provision for future agreed capital projects.

(g) To review and apply an active policy for the best use and upkeep of the Council's property and resources.

(h) To monitor and review all matters relating to the Council's staff levels, emoluments and conditions of service.

(i) To review Council Fees and Charges for services and rentals on a regular basis (at least annually) to support and improve revenue generation.

(j) To monitor the Council's financial risk assessments and recommend changes where necessary.

(k) To establish and effect a clear policy for grant aid administration.

(l) To access available grant resources and fund-matching opportunities for application to projects adopted by the Parish Council for future development.

Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members of the Parish Council for them to vote on.