

# **Bronington Community Council**

## **Finance and Procedures Committee Terms of Reference**

### **1. Membership**

- a) The Committee shall consist of a Chair of the Committee and no more than two other Community Councillors elected at a Standard meeting. The Responsible Financial Officer (RFO) will also be a non-voting full member of the committee.
- b) Any changes to the membership of the Committee shall be subject to approval of the Annual Parish council meeting.
- c) The quorum of the committee shall be three of its members
- d) The appointment of any three of the twelve councillors to take place at the Annual Parish Council Meeting in May

### **2. Chair**

- a) The Chair of the Committee will be elected by the Finance and Procedures Committee after the Committee has been appointed at the Annual Parish Meeting in May.
- b) A Chair shall normally serve no more than two consecutive years unless agreed to extend by the Community council

### **3. Conduct of Meetings**

- a) All meetings of the Finance committee will be convened in accordance with the Community Council standing orders
- b) All meetings will be minuted by the RFO or any member of the committee

### **4. Frequency of Meetings**

The Committee will meet at least 4 times per calendar year, schedule agreed at the Annual Parish Meeting

### **5. Functions of the Committee (Finance Only )**

- a) The receive up to date accounts and expenditure from the RFO
- b) To ensure that the Councils finances and resources are managed in a responsible manner and having regard to the impact of any expenditure on the Community Councils budget and Community Precepts
- c) Remain fully familiarised with all aspects of the budget
- d) Review all claims for financial assistance/grants/gifts from outside persons or organisations
- e) Undertake risk assessment of Community Council assets
- f) Receive the draft year end accounts and AGAR prior to them being forwarded to the Community Council for approval

## **6. Functions of the Committee (Non Finance)**

- a) The Chair of the Committee and the Chair of the Community Council shall by a committee resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall after mutual agreement be reported in writing and are subject to approval by resolution by the Council.
- b) To examine reports of any internal or external body and ensure that any recommendations are complied with and implemented in a timely manner
- c) To review Policy documents as and when required

## **7. Powers of the Committee**

- a) The Finance committee will make recommendations on Finance matters to the Full Community Council
- b) The clerk may authorise revenue expenditure on behalf of the Council which in the Clerks judgment it is necessary to carry out. Such expenditure includes repair, replacement or other work , whether or not there is any budgetary provision for the expenditure , subject to a limit of £1,000.00 and the approval of the Chair of The Council. The Clerk shall report confirmation of such action to the Chairman as soon as possible and to the Council as soon as practicable thereafter.