

NABURN PARISH COUNCIL

FINANCE COMMITTEE – TERMS OF REFERENCE

Version 1 : dated January 2019

The primary objective of the Finance Committee is to:-

- a) assist the Parish Council in all matters covering financial management, financial risk, audit , compliance and treasury transactions including the preparation of the annual budget, delegated to it by the Parish Council,
 - b) reviewing and making recommendations on major financial transactions
 - c) recommending the annual rate precept to the Parish Council.
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1. At all times, the Finance Committee shall comprise a Chair and at least two other Councillors.
 2. Members will be elected at the first meeting following an election with replacements being elected periodically if required following resignation or illness etc..
 3. At all times, care should be taken to minimise the risk of any conflict of interest.
 4. The Finance Committee will follow the principles laid down in the Parish Council's Standing Orders.
 5. The quorum necessary for the transaction of business shall be two, one of whom must be the Chair of the Finance Committee or his/her nominee in the event of enforced absence.
 6. The Finance Committee shall meet at least twice in each financial year in full session to review the Finance Committee's activities and overall financial risk management policy and at such other times as might be required to authorise transactions or review financial matters.
 7. A meeting of the Finance Committee can be requested by the Chair or any member of the Finance Committee if they consider one is necessary.
 8. Meetings of the Finance Committee shall be summoned by the Chair.
 9. As a particular aspect of the Finance Committee's terms of reference is to authorise, often at short notice, financial transactions within the authorities delegated to it by the Parish Council, notice of meetings can be as agreed to by any quorum of the members.
 10. For the full meetings, unless otherwise agreed by the Finance Committee, notice of that meeting confirming the venue, time and date together with an agenda of items to be discussed and copies of any relevant Finance Committee papers, shall be forwarded to each member of the Finance Committee no fewer than 5 working days prior to the date of the meeting.
 11. One of the members will be designated as being responsible for recording the minutes of all meetings of the Finance Committee.

12. Minutes of the Finance Committee meetings will be circulated promptly to all members of the Finance Committee. They will be considered and approved at the next full Parish Council meeting.
13. The Chair of the Finance Committee shall attend the Annual General Meeting of the Parish Council and shall be prepared to respond to any parishioner's questions on the Finance Committee's activities.
14. On financial matters, the Finance Committee shall make recommendations and reports to the Parish Council on a regular basis and in any event, when such reports and recommendations are requested by members.
15. The Finance Committee shall oversee any investigation of activities that are within its terms of reference.
16. At completion of the annual audit, the Finance Committee will meet with the independent auditor (by telephone if appropriate).
17. All auditors reports are to be addressed to the Finance Committee.
18. The Finance Committee should annually review its own performance and terms of reference and Financial Regulations to ensure that it is operating at maximum effectiveness and make recommendations to the Parish Council.
19. The Parish Council should, on a regular basis, review the performance of the Finance Committee to ensure that it is operating at maximum effectiveness.