

Chidham and Hambrook Parish Council

Finance Committee

Constitution and Terms of Reference

Purpose:

The role of the Parish Council in this respect is to conduct the financial affairs of the Parish Council so that they are fully in accordance with all relevant statutory regulations, in particular the Accounts and Audit Regulations 2003, the associated Governance and Accountability for Local Councils (Practitioners' Guide 2010), the Council's Standing Orders and Financial Regulations.

Under the regulations the Council as a whole is responsible for its financial affairs including decisions on funding and expenditure and therefore the Finance Committee simply makes recommendations to the full Council. The Parish Council will at all times aim to ensure that the conduct of its financial management is carried out in a prudent manner so as to provide high value for the element of Council Tax paid by residents of the Parish and to make optimum use of Parish Council assets.

Constitution:

The Committee shall comprise of the Chairman and at least four other members of the Council.

The quorum will be three members.

The committee shall meet quarterly as required.

The Public and Press may be admitted to all meetings, however they may temporarily be excluded should the committee be required to consider matters of a sensitive financial or personal nature.

Terms of Reference:

1. To maintain an overview of the financial aspects of the business of the Parish in liaison with the Responsible Financial Officer including reviewing income and expenditure against the approved budget during the financial year.
2. To draw up the annual budget for submission to the Council for approval. In carrying out this function the Committee will ensure that all proposals accord with the relevant legislation and Section 137 of the Local Government Act 1972 and fully reflect the policies of the Parish Council.
3. Based on the budget prepared, to submit a proposal to the Council for the amount of the annual precept.
4. To ensure that all reserves are managed in line with the Council's Financial Regulations.

5. To make recommendations to the Council regarding the appointment of an Internal Auditor.
6. To receive and review both Internal and External Audit Reports and arrange for implementation of any recommendations.
7. To keep under regular review the Council's financial risk assessment, internal controls and the financial implications of all other risk assessments following reports from the Safety Committee.
8. To regularly review and assess all insurance policies and asset registers held by the Council.
9. To review annually and update the Financial Regulations, ensuring they are observed and make appropriate recommendations to Full Council.

Adopted at Chidham and Hambrook Parish Council at its meeting on 1 November 2018

Review: October 2021