

**ALLHALLOWS PARISH COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE
TERMS OF REFERENCE**

1. Membership

Chairman and Vice Chairman are ex officio members of all committees (in Standing Orders). All councillors are invited and may attend.

2. Confidentiality

All members must preserve confidentiality of discussions held at meetings under the confidential section.

3. Meetings

Meetings will be called as required in order to discuss finance and general issues. Meetings will not be open to the public, and no decisions can be made. They can be held anywhere and at any time. A quorum of three councillors is required at all meetings. A Chair will be elected by the attendees (as no voting can take place, there is no casting vote).

4. Delegated powers

There are NO delegated powers for this Advisory Committee.

5. Remit

The advisory committee will investigate finance and general issues and advise the Clerk on reports and recommendations to be submitted to the Council. It has no decision making powers. The committee is advisory and decisions cannot be taken and pre-determination must be avoided so as not give rise to concerns that the decision has been taken already when reported to the council:

The issue of pre-determination at the decision making meeting (the council meeting) should be avoided, although in accordance with Section 25 of the Localism Act 2011 which provides in essence that "a decision maker is not to be taken to have ... a closed mind when making the decision just because ... the decision maker had previously done anything that directly or indirectly indicated what view the decision-maker took or ... might take in relation to that matter ...".

6. Declaration of Interests

The Allhallows Parish Council Code of Conduct applies to this meeting (e.g. declaration of interests).

7. Financial Reports

The Clerk will provide information regarding the parish finances (budget monitoring, payments and receipts, cashbook, other financial records and budget preparation reports) as appropriate. They may also receive internal and external audit reports and reports from the quarterly review by a councillor (not a cheque signatory) as identified in the Financial Regulations.

8. Contracts, Tenders and Confidential Information

The committee may see confidential information as part of their remit. Confidentiality must be maintained.

9. Records

All meetings will be attended by the Clerk and proper minutes taken and other records kept.

These terms of reference were approved at the June 2016 meeting of the parish council and should be reviewed on an annual basis.