



# Kingsclere Parish Council

## Terms of Reference for the Finance and Establishment Committee

**Amended at FE April 2023 and Adopted at the Annual Meeting 22<sup>nd</sup> May 2023**

These rules are supplemental to, and do not in any way override, the Parish Council's Standing Orders and / or Financial Regulations.

### **1: Membership of the Finance and Establishment Committee**

#### **1.1.**

The Committee shall comprise of 4 Councillors to be confirmed every year at the Annual Parish Council meeting. The Responsible Financial Officer will also be a full member of the committee.

#### **1.2.**

Any changes in membership of the Committee following the Annual Parish Council meeting shall be subject to approval at the next Parish Council meeting.

#### **1.3.**

The quorum of the Committee shall be three of its members.

### **2: Chairman**

The chairman of the Committee shall be determined at the first meeting following the Annual Meeting.

### **3: Conduct of Meetings**

All meetings of the Finance and Establishment Committee will be convened in accordance with the Parish Council's Standing Orders and Financial Regulations.

### **4: Powers of the Finance and Establishment Committee**

The Finance and Establishment Committee will make recommendations on Finance matters to the full council at the Ordinary Meeting of the Council. The Committee has the delegated authority to commit up to £500 expenditure on items or services in relation to the finance function of the Parish Council.

### **5: Responsibilities and Areas of Operation of the Finance and Establishment Committee**

#### **5.1.**

To be responsible for ensuring that the Council's finances and resources are managed in a responsible and prudent manner, having regard to the impact of any expenditure on the Parish Council's reserves and long-term plans.

**5.2.**

To hold a minimum of four meetings in any financial year. Meeting dates will be set at the start of the year, but may be called as the RFO and committee Chairman feel necessary to ensure that Members are up to-date with the financial management of the Parish Council.

**5.3.**

To make recommendations to the Parish Council as to the budget and the precept for the following financial year.

**5.4.**

To monitor the income and expenditure of the Parish Council throughout the year, ensuring that the amounts concerned are consistent with approved budgets and that any income shortfalls or expenditure in excess of budgets will not adversely affect the Parish Council's overall financial position.

**5.5.**

To examine the reports of internal and external auditors, ensuring that any recommendations are complied with and that any shortcomings highlighted in the reports are addressed as soon as possible.

**5.6.**

To review and update annually the Financial Regulations. Annual review and updates to be approved by the full council.

**5.7.**

To review and update Finance Risk Assessment. Annual review and updates to be approved by the full council.

**5.8.**

Review insurance policy annually and make recommendations to the full council on insurance required.

**5.9.**

To review Banking arrangements, Checking Authorising Regular Payments memberships and Direct Debits in conjunction with the Councillor (agreed at Annual Meeting)

***Adoption History***

As adopted at the Ordinary Meeting of the Parish Council on 27<sup>th</sup> July 2020

Reviewed and approved with no changes at OM 26<sup>th</sup> July 2021

Reviewed at FE April 2023 with amendments