



Boughton Aluph and Eastwell Parish Council Finance Committee Terms of Reference

1. Membership

- i. Minimum of 2 Councillors and maximum of 4 elected at the Annual Meeting of the Parish Council or subsequent Full Council meeting as needed
- ii. Additionally, the Chairman of the Parish Council (ex officio, with voting rights)

2. Meetings

- i. Will be held in public, at least annually and as required, agenda to be published giving three days clear notice of the meeting
- ii. A quorum will consist of a minimum three members
- iii. Are subject to Standing Orders

3. Budget Responsibilities

The Committee, alongside the RFO (Responsible Financial Officer):

- i. Will consider estimates and proposals from committees, Councillors and the RFO in order to prepare an annual budget for the Council for consideration at the December meeting
- ii. May make appropriate recommendations to the Council of the budget and the precept

4. Policy Responsibilities

The Committee may consider policy matters including, but not restricted to, the following and make subsequent recommendations to full Council:

- i. reserves
- ii. investments
- iii. banking
- iv.

5. Oversight

The committee will:

- i. consider the internal audit report and matters arising from internal and external audit as necessary.
- ii. keep under review, expenditure against budget.
- iii. review, alongside the Responsible Financial Officer accounting systems and internal controls

