

# **FINANCE & GENERAL PURPOSES COMMITTEE**

## **TERMS OF REFERENCE**

### **ROLE**

This Finance & General Purposes Committee is a Standing Committee of the Council and is responsible for a range of non-executive functions to facilitate proper management of the Council's finances in accordance with external requirements and internal imperatives.

The Committee is also responsible for various matters concerning the effective development of good governance and administration, advising Council on constitutional and policy matters for which it is responsible.

### **RESPONSIBILITIES**

1. To act in accordance with the adopted Scheme of Delegation for all Committees of Drayton Parish Council, including the authorisation of expenditure.
2. To review and make recommendations to Council on issues of financial and general purposes for which Council retains authority.
3. To implement internal controls and recommend action it considers necessary to ensure that Council continues to comply with relevant legislation, regulation and guidelines.
4. To keep under review Council's banking arrangements and make recommendations to Council accordingly.
5. To maintain adequate provision and budgetary control for any other matters not delegated to Council or other Committees including IT & office supplies, utilities & services, streetlighting, subscriptions, community events and newsletter expenditure.
6. To conduct an annual review of the effectiveness of the Council's Statement of Internal Controls.
7. To review the year end accounts and annual return and make recommendations to Council for approval prior to submission to the External Auditor.
8. To monitor General and Earmarked Reserves and make recommendations to Council accordingly.
9. To recommend the annual appointment of an Internal Auditor to Council
10. To consider and determine ways in which the Council can engage with the electorate and public at large including oversight of the Parish Council Website.
11. To consider and determine Council Member induction processes, training arrangements and associated costs.
12. To consider any other matter which may be delegated to it by the Council from time to time.
13. To consider any implication(s) linked to other Committees when conducting its business, making decisions and agreeing actions.

## **MEMBERSHIP & TERM OF OFFICE**

The Committee will normally comprise a maximum of 7 members of Council. Membership and Chairman shall normally be appointed to the Committee at the Annual Meeting of the Parish Council for a term of 12 months.

In the Chairman's absence, the Committee shall nominate one member to Chair the meeting. For the duration of the meeting the acting Chair may exercise any of the powers, duties and responsibilities normally held by the Chair of the Committee. The meeting minutes shall record this arrangement.

## **QUORUM**

The quorum necessary for the transaction of business is 3 members of the Committee.

## **MEETINGS**

Ordinary Committee meetings will normally be held 4 times per year and no fewer than once every 12 months.

## **PUBLIC PARTICIPATION**

Normal public participation is permitted at meetings of the Finance & General Purposes Committee.

## **MINUTES & REPORTING**

Draft minutes are reviewed by the Chairman and published on the Parish Council website within one calendar month of the meeting. Minutes are approved at the following meeting of the Committee and published in place of the draft minutes on the website as soon as practicable.

A Synoptic Report, summarising decisions and actions taken by the Committee including any recommendations within its remit, is received at the next meeting of the Parish Council for consideration.

Minutes (draft or approved) are received by Council as soon as practicable after each of its meetings for information.

## **COMMITTEE CLERK**

The Parish Clerk & RFO is normally the Clerk to the Committee. The Deputy Clerk & Facilities Manager will act as Clerk to the Committee in the absence of the Parish Clerk & RFO.

## **SUB-COMMITTEE**

Events Advisory Group.

## **REVIEW**

To ensure its continued efficiency Committees are tasked to review their effectiveness by conducting an annual review of their Terms of Reference at its first meeting of the year and make recommendations for approval by Council at the annual meeting.

Terms of Reference reviewed and adopted by Council on **15<sup>th</sup> May 2025**.