



FINANCE COMMITTEE TERMS OF REFERENCE

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1. Objective

The Finance Committee ('the Committee') is constituted to work with the Clerk/RFO to support Plaistow and Ifold Parish Council ('the Council') in the effective management of the Council's finances, property, and resources. The Committee is delegated plenary decision-making powers in respect of the matters outlined in section 4.

2. Governance

The Council's Standing Orders, Financial Regulations, Code of Conduct, Scheme of Delegation, Working Group Policy, Complaints Procedure, Media and Communications Policy and Civility & Respect Pledge shall apply to this Committee and its membership.

Where there is disparity between the Council's Standing Orders and/or Financial Regulations and this Terms of Reference, the Council's Standing Orders/ Financial Regulations shall take precedence.

Other Council policies may apply to the Committee and its members from time to time. The Committee will be advised by the Clerk.

Nothing in these Terms of Reference shall prevent the Council from dealing with a matter that might otherwise be dealt with by this Committee.

3. Membership

Membership of the Committee shall consist of a maximum of six (6), with the Chair of the Council as an ex officio member.

Neither the Committee nor any sub-committee/working/steering group that the Committee may establish from time to time shall include anyone who is not an elected Councillor with full voting rights in accordance with Local Government Act 1972, s.102(3).

Members of the Committee will be appointed annually by the Council in May.

The Chair of the Council may chair the Finance Committee in accordance with Standing Order 4(d)(xviii).

The Chair of the Committee shall be appointed annually by the Council in May. If the Council delegates the appointment to the Committee, the Chair shall be agreed at the first meeting of the Committee after the Annual Meeting of the Parish Council in May.

A quorum shall consist of three (3) members.

In accordance with SO 4(d)(v), the Committee may appoint and determine the terms of office of any substitute member(s) to the Committee whose role is to replace an ordinary member(s) at a meeting of the Committee if the ordinary member(s) of the Committee has confirmed to the Proper Officer (Clerk) three (3) days before the meeting that they are unable to attend.

Adopted July 2023
Re adopted May 2024

4. Areas of Responsibility

The Committee has the following delegated authority from the Council, unless otherwise directed and/or resolved upon by the Council:

- (a) Review of Council's budget position
- (b) Council annual budget preparation for full Council approval
- (c) Council budget monitoring (quarterly)
- (d) Council reserve monitoring
- (e) Consideration of annual budget requests of all standing Committees of the Council for recommendation to full Council within the annual budget preparation process
- (f) Approval and award of grants and donations
- (g) Considering and agreeing action to meet all Internal / External Audit report recommendations
- (h) Preparation and approval of risk management strategy
- (i) Preparation of Annual Accounts for full Council approval
- (j) Internal Audit controls
- (k) Insurance arrangements
- (l) Review of Financial Regulations for approval by full Council
- (m) Preparing / reviewing financial risk assessments
- (n) Preparing / reviewing the Council's business plan
- (o) In accordance with Standing Order 17(g) the Finance Committee can resolve to authorise payments to be made by direct debit such as, but not limited to: Southern Electric / BT / Information Commissioner and Public Works Loan Board.
- (p) In accordance with Standing Order 17(g) the Finance Committee can resolve to authorise an employee of the Council to make payments within approved budgets.

The Committee may decide not to exercise its delegated responsibility and may instead refer any matter to the Council and/or make a recommendation for the Council to consider. Where the Committee has no delegated power to make a decision, it will make a recommendation to the Council.

The Council may at any time, following resolution, revoke any delegated authority.

5. Meetings

In accordance with Standing Order 3(iv), meetings of the Committee shall take place at least quarterly.

The calendar of meetings shall be confirmed at the Annual Meeting of the Council (May) and published on the Council's website [here](#).

The Parish Clerk or the Chair of the Finance Committee may call additional Committee meetings from time to time, when necessary.

Only members of the Committee may vote on agenda items, but other Councillors may attend in that capacity and may speak with the permission of the Chair but shall not be entitled to vote.

Minutes of all meetings will be recorded by the Clerk, or by any member nominated at the meeting and dealt with in accordance with Standing Orders paragraph 12.

6. Review

These Terms of Reference are to be reviewed annually by the Committee and recommended for adoption by the Council at the Annual Meeting of the Council (May).

Adopted: Sept 2023
Review: May 2024

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