

# West Butterwick Parish Council

## Finance Committee Terms of Reference

<b>Name of Committee/Working Group:</b>	Finance Committee
<b>Membership:</b>	Two members of the council. The Parish Council Chair and Vice-Chair are also Full Members.
<b>Need:</b>	<ul style="list-style-type: none"><li>• To help meet the highest standards of good governance</li><li>• To keep under review the financial management of the council</li><li>• To prepare a draft budget and precept</li></ul>
<b>Conditions:</b>	<ol style="list-style-type: none"><li>1 Membership of the Committee to be decided upon its creation and the membership of the committee to be re-appointed at the Annual Council Meeting</li><li>2 Meetings to be convened quarterly/as required within the requirements of the Local Government Act 1972, Schedule 12, para 10 and the Public Bodies (Admission to meetings) Act 1960, para 1</li><li>3 Meetings may exclude the press and public</li><li>4 Minutes to be presented to the next meeting of the parish council</li><li>5 The committee may co-opt to fill temporary vacancies</li><li>6 The Committee is empowered to invite specialist professional Officers or advisors to attend meetings to provide guidance as to matters under discussion</li><li>7 The Clerk of the Council will normally support the committee but guidance should be taken from ERNLLCA as to appropriateness</li></ol>
<b>Restrictions:</b>	<ol style="list-style-type: none"><li>8 Only Members of the parish council may be members of the Committee.</li><li>9 Only members of the committee may speak at committee meetings other than by the resolution of the committee or if specifically summoned.</li><li>10 The quorum shall be three (3).</li><li>11 The Local Authorities (Model Code of Conduct) Order 2007 and subsequent regulation applies to this committee.</li><li>12 The committee may only make recommendations to council.</li></ol>

<b>Responsibilities</b>	<b>Powers</b>	<b>Legal authority</b>
To have responsibility for the quarterly/as required review of the parish council's finances	Committee to make recommendations to council	Local Government Act 1972, sections 101
To prepare a draft annual budget following consultation with any spending committees, from reports prepared by the Clerk and having taken into consideration any policies or objectives set by council	Committee to make recommendations to council	Local Government Act 1972, sections 101
To recommend to council a precept to be levied	Committee to make recommendations to council	Local Government Act 1972, section 101 and 112(3)
To receive a report from the Responsible Financial Officer that all internal audit functions have been fulfilled and that report then forwarded to council	Committee to make recommendations to council	Local Government Act 1972, section 101 and Accounts and Audit Regulations 2003
To receive a report from the Responsible Financial Officer that all statutory responsibilities regarding external audit have been fulfilled and that report then forwarded to council	Committee to make recommendations to council	Local Government Act 1972, section 101; Accounts and Audit Regulations 2003 and the Audit Commission Act 1998 (various sections)
To receive the year end accounts for review purposes prior to referral to council for adoption	Committee to make recommendations to council	Local Government Act 1972, section 101
To undertake ad hoc activities as directed by council	Committee to have the power to resolve matters or make recommendations, as may be directed by council.	Local Government Act 1972, section 101

**Members: Cllrs J Shadlock, A Jones, A Fowler and B Harris**

**Approved on 13 May 2019**