

Finance and General Purposes Committee Remit

1. Purpose

The Committee is responsible for overseeing the Council's financial management and general administration, and for ensuring the Council operates efficiently, lawfully and in accordance with its policies.

2. Membership

- The Committee shall consist only of members of the Parish Council.
 - Members shall be appointed annually by the Full Council.
 - The Council shall appoint the Chairman and Vice-Chairman of the Committee.
 - Substitute members may be appointed in accordance with Standing Orders.
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3. Meetings

- Meetings shall be held as required.
 - Meetings shall be convened by the Proper Officer (Clerk) or the Chairman of the Committee.
 - At least **three clear days' notice** of a meeting shall be given, unless convened at shorter notice for urgent business in accordance with Standing Orders.
 - Meetings shall be open to the public unless the Council resolves otherwise due to the confidential nature of the business.
 - Public participation shall be permitted in accordance with the Council's Standing Orders.
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4. Quorum

- The quorum shall be as determined by the Full Council and shall be no fewer than **three members**.
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5. General Responsibilities

The Committee shall:

- Operate in accordance with the Council's Standing Orders, Financial Regulations, and all relevant legislation
- Deal with matters referred to it by the Full Council

- Consider and, where appropriate, make recommendations to the Full Council
 - Oversee areas of Council activity not specifically delegated to other committees
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6. Financial Responsibilities

The Committee shall:

- Monitor income and expenditure against the approved budget
 - Review regular financial reports from the Responsible Financial Officer
 - Prepare and recommend the annual budget and precept to Full Council
 - Monitor reserves and financial planning
 - Ensure appropriate financial controls and value for money in Council spending
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7. Governance and Compliance

The Committee shall:

- Oversee risk management and internal controls
 - Ensure compliance with legal and regulatory requirements
 - Review and recommend policies and procedures as required
 - Ensure proper administration, transparency, and data protection compliance
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8. General Management and Services

The Committee shall:

- Oversee contracts, procurement, and service delivery
 - Consider grant applications and make recommendations
 - Monitor Council assets, services, and facilities
 - Liaise with other organisations and authorities where appropriate
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9. Delegated Authority

- The Committee may exercise delegated powers granted by the Full Council and act within approved budgets.
 - Any matters outside its delegated authority, including significant expenditure or policy decisions, shall be referred to Full Council for determination.
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10. Reporting

- The Committee shall report to the Full Council and present recommendations for consideration.
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11. Matters Reserved to Full Council

The Committee may not determine matters reserved by law or Standing Orders to Full Council, including:

- Setting the precept
 - Approval of the annual budget
 - Approval of the Annual Governance and Accountability Return (AGAR)
 - Borrowing money
 - Appointment of staff
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12. Review

These Terms of Reference shall be reviewed annually by the Full Council.