# Congresbury Parish Council

## Finance Committee

## Terms of Reference

| Date of adoption by Parish Council | 2<sup>nd</sup> October 2023 | Next review date | October 2024 |
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| Signature of Chairman of Parish Council | *(signature)* | Policy reference | 003/TOR/FIN |

### General

The Committee must at all times consider its duty to best value, equal opportunities (race, religion, gender, sexual orientation, marital status, age and any disability), crime and disorder, health and safety and human rights.

Following Standing Order 4 d (V) the Committee can appoint any Councillor as a substitute member to this committee with voting rights for any meeting. The role of a substitute member is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend.

### Committee responsibilities

1. To make recommendations to Council on all financial matters including budgets, precepts, grants, all income and expenditure recommendations from other committees and to provide finance and governance related information in conjunction with the Clerk, the RFO, the Internal and External auditor or the Audit Commission Representatives.
2. To make provision so that the practices, procedures and systems utilised by the Council can be reviewed on a basis that allows compliance with stipulations of the Annual Governance Statement.
3. To have a minimum of three meetings per Council year (May to April).
4. To ensure that that proper accounting procedures are followed providing assurance to the Council.
5. To ensure that there are suitable arrangements in place to enable the Council to meet its public accountability and reporting obligations.
6. To verify that the financial affairs of the council are managed in accordance with its Financial Regulations and to ensure that these Regulations are regularly reviewed and updates recommended if necessary, in line with the Governance and Accountability in Local Councils in England and Wales – A Practitioners' Guide.