

Godstone Parish Council

Finance Committee - Terms of Reference (Standing Committee)

1. The committee will hold two ordinary meetings of a standing committee up until the date of the next annual meeting of the Council, normally in November/December and May.
2. Other meetings may be arranged if circumstances require and other than in respect of the ordinary meetings a committee, can determine the number and time of its meetings;
3. The committee will hold its meetings at The Bounty, unless due to circumstances this is not possible, and meetings can be held between 10am – 10pm, Monday – Friday.
4. The notice for a committee meeting will be a minimum three clear days' public notice for a meeting and does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice-
5. The quorum for a meeting of a committee, shall be no less than three;
6. The members of a committee may not include non-councillors as it is a committee which regulates and controls the finances of the Council.
7. The full Parish council will appoint three members to the Committee, annually, at the Annual Meeting of the Parish Council and the members terms of office for the committee will be one year.
8. The full Parish council appoints the chairman of the committee;
9. Subject to point 6, the Parish council may appoint and determine the terms of office of the substitute members to a committee, whose role 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;
10. Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
11. Unless the Council determines otherwise, the committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
12. On behalf of the full Council the Finance Committee will:
 - 12.1 Review and agree annually, and effect any changes required:
 - 12.1.1 All fees and charges made by the Council.
 - 12.1.2 Salaries of all employees and motor mileage rates.
 - 12.1.3 Chairman's Allowance
 - 12.1.4 Asset Register and Parish Council Insurance cover; and
 - 12.2 Agree budget and precept for the following year for recommendation to the Parish Council meeting in January.
 - 12.3 Review the Financial Risk Assessment and monitor effectiveness of the system of internal control for recommendation to the Parish Council.
 - 12.4 Review the Financial Regulations for recommendation to the Parish Council.

12.5 Monitor budget spend and agree any virement.

12.6 Consider and agree action upon any Internal/External Audit recommendations.

12.7 The Committee is authorised to pay accounts outstanding for the current financial year, including staff salaries, and consider applications for donations/grants from local organisations and pay if budget permits.

12.8 Deal with any other financial matters, as delegated to the committee by the Parish Council.

13. The Council has delegated responsibility to the Finance Committee for items 12.1, 12.5, 12.6, 12.7 and 12.8.

14. All decisions made by the Finance Committee to be reported to the full Council for noting or agreement.

Signed Date 2019
Chairman of the Parish Council

At the meeting of the full Parish council held on 13 May 2019 the following members were appointed to the committee:

Cllrs C White, R Johnson, D Stone and S Farr.

At the meeting of the full Parish council held on 13 May 2019 the following member was appointed as the Chairman of the committee:

Cllr C White