

# Terms of Reference for Finance and General Purposes Committee

## version 12 – adopted 12<sup>th</sup> August 2019

### *1. Constitution*

- 1.1. The Finance and General Purposes Committee is constituted as a Committee of the East Preston Parish Council.
- 1.2. The Committee's terms of reference may be amended at any time by the Council. Minor amendments can be made within the committee itself.
- 1.3. The Committee may from time to time investigate, discuss or review matters outside its terms of reference if required to do so by the Council.

### *2. Authority*

- 2.1. The Committee is authorised by the Council to manage any activity within its terms of reference.
- 2.2. The Committee is authorised by the Council to obtain external legal or other professional advice and to secure the attendance of anyone it considers has relevant experience, expertise or knowledge with the agreement of the Chairman of the Council and the Chairman of the Finance & General Purposes Committee.
- 2.3. The Chairman (or in his or her absence, the Vice-Chairman) will attend regular meetings with the council's tenants – Angmering-on-Sea Lawn Tennis Club, East Preston & Kingston Bowls Club, East Preston & Kingston Village Hall Foundation and East Preston Cricket Club – alongside the Chairman (or Vice-Chairman) of the Council and the Chairmen of the Amenities and Audit & Governance Committees. These meetings should take place at least twice-yearly.

### *3. Membership*

- 3.1. The Committee shall be appointed by the Council from amongst its members and shall consist of **not less than three members and not more than five**. In accordance with Standing Order 13(a)(vii), the Chairman and Vice-Chairman of the Council may attend all committee meetings and may exercise their right to speak and vote.
- 3.2. The Committee shall elect a Chairman and Vice-Chairman for the municipal year at its first meeting in every year.
- 3.3. The Clerk of the Council is Secretary to the Committee.

### *4. Attendance at Meetings*

- 4.1. The quorum necessary for the transaction of the business of the Committee shall be not less than 3 councillors.

### *5. Frequency of meetings*

- 5.1. Meetings shall be held at least four times a year.

5.2. Additional meetings may be called by the Council or by the Chairman of the Committee.

## **6. Responsibilities**

- 6.1 To budget for the Council's administration requirements for each financial year, and manage and control spending from this budget during the year.
- 6.2 To set an annual contingency budget for Council's spend on other matters for which no other Committee has responsibility and manage and control spending from this budget during the year.
- 6.3 To collate budgets from other committees, negotiate adjustments, and recommend a total budget to Council in January of each year.
- 6.4 To recommend to Council a precept to be raised in January of each financial year.
- 6.5 To ensure adequate financial reporting to Council against budget on a quarterly basis unless otherwise requested.
- 6.6 To ensure that professional services such as banking, insurance, legal, and similar are reviewed regularly and competed as necessary, and to recommend appointments to Council.
- 6.7 To ensure that the Council's Asset Register is monitored and updated on an annual basis. A review should take place at the committee's second full meeting of each municipal year.
- 6.8 To ensure that a financial Risk Assessment is completed annually, and a Risk Register maintained. A review should take place at the committee's second full meeting of each municipal year.
- 6.9 To consider financial proposals referred to it by Council where no budget exists as provided in Financial Regulations §3.2 or otherwise under Standing Order 29, to request and receive reports from the relevant Committee on such proposals and to recommend to Council virements between budgets or other actions to enable council to achieve the aims of these proposals.
- 6.10 To receive latest financial statements from local organisations, with respect to requests for grants from these organisations, along with statements of benefits to East Preston residents, and to decide grants under Section 137.
- 6.11 To receive report on Council's insurance cover and to advise or make recommendations to full Council as appropriate.
- 6.12 To regularly consider the limit amounts contained in the Schedule to the Financial Regulations and recommend changes to Council where appropriate.
- 6.13 To consider all official complaints received by the Parish Council, with the exception of those solely relating to the behaviour of a member of staff or councillor; anyone wishing to make an official complaint against a councillor or an officer will be directed to the Monitoring Officer at Arun District Council who will consider the official complaint against the council's Code of Conduct.

## **7. Reporting Procedures**

- 7.1. The Chairman of the Committee shall provide a written summary of each meeting to the following Full Council meeting.
- 7.2. Draft minutes shall be circulated to all members of the Council as soon as practical after each Committee meeting.