



Jane Austin
Executive Officer

Moulton Parish Council
Moulton Community Centre - Sandy Hill
Reedings, Moulton, Northants, NN3 7AX
t: 01604 642202
e: info@moultonparishcouncil.org.uk
w: www.moultonnorthants-pc.gov.uk

Terms of Reference – Finance Committee

1. Purpose and Scope

Terms of Reference for Committees and Subcommittees evidence the nature and extent of the duties and powers which have been delegated to each committee to ensure effective governance.

These Terms of Reference are supplemental to, and do not in any way override, the parish council's Standing Orders and Financial Regulations.

All powers shall be exercised in accordance with any Standing Orders, Financial Regulations or adopted policies of Moulton Parish Council.

2. Legal Responsibility & Policy Support

[Local Government Act 1972 \(legislation.gov.uk\)](http://legislation.gov.uk)

[The Local Government \(Transparency Requirements\) \(England\) Regulations 2015 \(legislation.gov.uk\)](http://legislation.gov.uk)

3. Membership of the Finance Committee

- a) Membership of the Committee will be as decided at the Annual Parish Council meeting each year, subject to the proviso that the Chairman and Vice-Chairman of the parish council shall, in any event, be *ex officio* members.
- b) The Committee shall be subject to a quorum of half of its members or three, whichever is the greater.

4. Chairman

- a) The Chairman of the Committee will be elected by the committee at its first meeting after the Annual Parish Council meeting.
- b) The Vice-Chairman of the Committee will be elected by the committee at its first meeting after the Annual Parish Council meeting.

5. Conduct of Meetings

Meetings shall be called by the Chairman of the Committee and the RFO as and when deemed necessary.

- a) All meetings of the Committee will be convened in accordance with the parish council's Standing Orders.
- b) Meetings will be minuted by the Executive Officer, deputy or member of the Committee.
- c) Any recommendations discussed at Committee meetings must be ratified at the following full parish council meeting.

6. Aims, Objectives & Responsibilities of the Finance Committee

To work with the RFO in the management of the council's financial resources and to consider and recommend strategy and action on policy and operational matters concerned with council's finances, property and resources. The Finance Committee will have the following specific duties:

- a) To ensure adequate financial controls are in place to utilise and protect the council's finances and assets – to include insurance of buildings and property and maintenance of asset register.
- b) To review and amend the council's Financial Regulations annually and to ensure that the council is observing the regulations.
- c) To monitor the financial administration of the council.
- d) To monitor and effect compliance with laid down internal and external audit and other financial procedures, regulations, and statutes.
- e) To monitor the council's financial risk assessments and recommend changes where necessary.
- f) To recommend the annual accounts to the council
- g) In consultation with the Executive Officer, co-ordinate the detailed budget of the council and recommend to the full council the annual budget and the annual precept to be levied.
- h) The Chair of the Finance Committee is nominated as the Internal Controls Councillor and will undertake the controls as specified in the Financial Control & Internal Audit Procedure Policy.
- i) On a quarterly basis the Chair of the Finance Committee is to report to the full council on the progress of actual expenditure compared to the budget. The RFO is to prepare an annual bank reconciliation and report it to all members.
- j) Conduct an annual review of the effectiveness of the internal audit.
- k) Conduct an annual review of the council's insurance policies and monitor the procedure for risk assessment of all of the council's activities.
- l) To receive advice from the RFO on all aspects of finance and financial regulations, including the investment of both operating and capital balances and any transfer into and out of the capital fund (such transfers to be subject to agreement by the full council).
- m) To make recommendations to the full council, with regards to the transfer of funds from and to a particular operating budget.
- n) To consider all applications for grants (to charities) and donations to other organisations or individuals, usually operating within the parish) and make recommendations to full council, in line with the council's policy.
- o) Ensure that appropriate records are maintained of all assets and that the assets are adequately controlled maintained and insured.
- p) To consider forward planning and provide earmarked reserves for the replacement of equipment vehicles, buildings and specific items of expenditure required in the future in order to lessen the precept burden in any one year.
- q) Undertaking an annual review of all fees, charges and allowances.
- r) To consider all aspect of the councils' service delivery and recommend accordingly.
- s) To seek grant aid and appropriate support in respect to the responsibility of the council.
- t) Making investments in the long and short term.
- u) Providing an impress petty cash system.
- v) Authorising subscriptions to organisations that are involved in local and national issues, which affect the work of the council.
- w) To work with the Executive Officer to regularly review all contracts (service provision and maintenance) to ensure council obtains best value.
- x) Ensure any procurement procedure is administered, as outlined within the Financial Regulations and Standing Orders.
- y) With the Executive Officer, review monthly expenditure against annual budget and

- Executive Officer to provide details on any significant variances.
- z) Regular review of Community Centre income and expenditure.
 - aa) Ensure all financial information, as required by the Local Authority Transparency Code 2015, is available on the parish council website.
 - bb) Regularly review all lease agreements.
 - cc) Regularly review all service agreements.
 - dd) Regular review with the Executive Officer monies received from Section 106 Agreements or Community Infrastructure Levy Scheme (CILS) and determine budget codes to determine how monies will be allocated.
 - ee) Consider financial implications for special projects.
 - ff) Consider how best the Council can meet its Climate Change and Biodiversity policy objectives when discussing proposed projects.
 - gg) To act as the HR Committee in matters of employment as and when required

7. Finance Committee Delegated Expenditure

The Committee shall have a remit to commit/spend up to £5000.00 expenditure. Any amount over that value will be reported to the full parish council meeting for their approval.

8. Related Policies

- Standing Orders.
- Financial Regulations.

This policy is reviewed annually by the Executive Officer and submitted to the full council for approval.

Last Reviewed: July 2024
Review Due: January 2025