

ITCHEN VALLEY PARISH COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

TERMS of REFERENCE

1. Constitution

Itchen Valley Parish Council (“The Council”) hereby resolves to establish a committee of the Council to be known as the Finance & General Purposes Committee (“the Committee”). The Committee shall have no executive powers other than those specifically delegated in these Terms of Reference.

2. Authority

The Committee is authorised by the Council to manage and/or approve any activity within its terms of reference. It is authorised to request any information from any officer and member of the Council and all officers and members of the Council are directed to cooperate with any request made by the Committee. The Committee is authorised by the Council to obtain legal and financial advice and to secure the attendance of experts and external representatives or persons with relevant experience/expertise if it considers necessary.

It is not the duty of the Committee to carry out any functions that properly belong to the Council or any of the Council’s committees.

3. Membership

The Committee shall consist of four members of the Council, all of whom shall have cheque-signing authority. The Chairman of the Council shall attend ex-officio.

Any member of the Council shall be entitled to attend and speak at meetings of the Committee, but may not vote unless a member of the Committee.

The quorum necessary for the transaction of business shall be 3 members. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions invested in or exercisable by the Committee.

4. Frequency and Conduct

The Committee will meet monthly before or after the Planning Committee meeting.

The Chairman of the Committee shall be elected by members of the Committee.

Secretarial support will be provided by the Parish Clerk acting as Responsible Financial Officer. Items for the agenda should be submitted to the Clerk a minimum of one week prior to the meeting. Agenda and supporting papers shall be circulated not less than three working days before each meeting.

5. Duties

To provide essential assurance to the Council that there are robust and integrated mechanisms in place to ensure detailed consideration and oversight of the Council's financial and legal position. This will also ensure compliance with:

- Statutory reporting requirements (including external audit);
- Regulatory bodies and legislation;
- Meeting specified Council objectives.

6. Key Responsibilities

The objectives of the Committee are as follows:

- Consider reports on the financial activity of the Council, identifying significant trends and risks;
- Consider reports on new and amended legislation which may impact on the Council and/or its operations;
- Compile the Council's annual budget, taking note of the recommendations of individual portfolio holders, and submit the Council for approval;
- Consider the need to move unused funds between the various budget headings during the course of the financial year and recommend appropriate adjustments to the Council as necessary;
- Appoint the internal auditor and ensure appropriate internal controls are in place in accordance with the Council's Financial Regulations;
- Consider reports from the internal auditor and act upon recommendations therein as necessary;
- Manage the relationship with the external auditor;
- Review the Council's Annual Governance and Annual Return, reporting thereon to the Council prior to Council approving the Annual Return
- Assess and manage the Council's operational and asset risks, and arrange insurance to cover such risks as appropriate;
- Consider requests for grants and recommend approval for payment by the Council;
- Manage all purchasing activity, including but not limited to contractual matters, tenders, quotations and estimates, in accordance with the Council's Financial Regulations, except where such activity is reserved to the Council;
- Approve and arrange payment of the Council's bills, invoices and debts, in accordance with the Council's Financial Regulations;

- Manage the disbursement of funds held by the Council but ring-fenced for specific matters not under the control of the Council, eg. Lengthsman Scheme.
- Manage employment issues including but not limited to contracts of employment, PAYE and National Insurance, and employee appraisals;
- Consider and manage employee grievances;
- Consider employee disciplinary matters in the first instance noting Council approval shall be required for any disciplinary action recommended;
- Review on at least an annual basis and recommend to the Council any necessary changes to the Council’s Standing Orders, Code of conduct and Financial Regulations.

7. Reporting and Monitoring Responsibilities

The Chairman of the Committee shall draw to the attention of the Council any issues that require disclosure to the Council, or require action by the Council; the speed of such communication being proportionate to the seriousness and likely impact of the issue.

The Chairman of the Committee will also report to the Council at each of its meetings on the proceedings of the Committee since the previous meeting.

Approved by the Council on

.....
 Chairman – Itchen Valley Parish Council