

Document Control

Organisation	Addingham Parish Council
Title	Terms of Reference for Finance Committee
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Terms of reference for Finance Committee of Addingham Parish Council.

Terms of Reference

The Committee must at all times consider its duty to Best Value, Equal Opportunities, Health & Safety and Human Rights

1. This Committee has delegated responsibility for the overall management of financial matters, which are not reserved to Full Council, including the management of staffing and personnel matters.
2. The Committee may from time to time appoint a staffing sub-committee to deal with specific staffing issues, eg the selection and recruitment of new members of staff, annual appraisals and salary review.
3. The Committee will draw up proposals for the annual budget and precept to submit to the January meeting of the Council.
4. The Committee will ensure that an adequate and effective system of internal audit of the councils records and control systems is maintained as required by the Accounts and Audit Regulations
5. The Committee will review Financial Regulations and propose to Full Council their adoption and any necessary amendments following subsequent review in order to comply with Accounts and Audit Regulations.
6. The Committee will review in conjunction with the RFO the council's insurance arrangements ensuring that the property and risks are adequately insured.
7. The Committee can authorise payments in cases of urgency or where it is inconvenient to await the next meeting of full Council.
8. The Committee shall meet at least twice per year, in December (to discuss the proposals for the precept), and in March (to discuss audit and internal control matters). If required, an additional meeting will be held in September for the purpose of reviewing regular payments and insurances (see 5 above). At each meeting, the Committee will review the financial position of the Council with reference to the Cash Book.
9. Three members of the Finance Committee will be Cheque Signatories; the named signatories will be agreed by the Full Council at the Annual Council meeting in May.

10. The Committee is organised in accordance with the same rules that apply to other council meetings regarding notices and conduct of business – see Parish Council’s Standing Orders.

Quorum

3 Councillors

Appointment of Committee

- Elected annually at the Annual meeting of the Parish Council
- A Chair and Vice-Chair of the committee will be elected annually at the first meeting following annual appointment.

These Terms of Reference adopted by the Council on 18 May 2016

For annual review at Annual Council Meeting