

## **Bonsall Parish Council**

### **Finance Committee**

#### **Purpose of the Finance Committee.**

- 1) The Finance Committee will monitor all Parish Council income and expenditure and is constituted as a Standing Committee of Bonsall Parish Council.
- 2) The primary objective of the Committee is to assist the RFO and Parish Council in overseeing the proper financial management, financial risks, management strategy, internal and external audit, policy and treasury transactional matters.
- 3) The Finance Committee is able to make decisions on spending and if necessary, sign off payments to fulfil the running of the Parish, a minimum of two Councillors will be required to agree extraordinary payments. Payments for budgeted expenditure, on recommendation of the RFO, will be approved by a single member of the committee.
- 4) The Responsible Financial Officer (RFO) shall be a standing member of the Finance Committee and responsible for the proper administration of the Parish Council's financial affairs in accordance with their defined Key Duties and Responsibilities. The RFO will provide advice, but has no voting powers within the Committee.
- 5) The Clerk is responsible for the maintenance of any documents and records that are necessary for the effective fulfilment of the Committee's duties as listed above.

#### **Membership and Composition**

- 1) Membership of the Finance Committee is not limited but is subject to a minimum of three and a maximum of four serving Parish Councillors who shall be elected each year at the Annual Parish Council Meeting.
- 2) All serving Councillors may request to be appointed to the Committee.
- 3) The Chairman of the Parish Council will automatically be a member of the committee and have full voting rights.

- 4) The quorum of the Finance Committee will be two Members. The Chairman of the Finance Committee will be selected by vote.
- 5) The Parish Clerk will provide administrative support for the Finance Committee.

### **Procedures and Duties**

- 1) The Committee will operate within Bonsall Parish Council's Standing Orders, Financial Regulations and Local Government Law.
- 2) The Committee's duties are defined and agreed by the Main Parish Council who may vote, at any time, to modify the Committee's powers.
- 3) A Chairman for the Committee will be elected at the first meeting of the Committee each year.
- 4) The Committee will submit all its minutes of meetings to the next appropriate meeting of the Parish Council with any recommendations. They shall be considered and recommendations approved at the next full Parish Council meeting and will be published on the Parish Council web site.
- 5) There shall be four quarterly meetings per year, including one prior to the October Parish Council meeting where budget and precept proposals should be presented and one prior to the AGAR (The Annual Governance and Accountability Return) being submitted. Other meetings can be convened to deal with special events as they may occur.

### **Financial Committee Functions**

The Committee shall:

- 1) Review and amend the Council's Financial Regulations and Grant Policy annually and recommend any amendments to full Council.
- 2) Confirm that the Council is observing the regulations and that the Parish Council's financial practices comply with the Financial Regulations set out by the Audit Commission, Central Government and Council's adopted Financial Regulations.
- 3) Ensure financial controls are in place to utilise and protect the Council's finances and assets and that the RFO prepares the accounts of the Parish Council and arranges for their internal and external audit.

- 4) Advise the Council on the financial matters of the Council as required.
- 5) To agree payments on behalf of the Council to facilitate the running of the Parish.
- 6) Monitor the internal and external auditing of the Parish Council and all insurance matters.
- 7) Monitor the Council's financial risk assessments and recommend changes where necessary.
- 8) Advise on the preparation of budgets, confirm and recommend precept calculations for the main council for subsequent discussion and approval.
- 10) Ensure that the Council's Asset Register is monitored and updated annually and that appropriate records are maintained of all assets. Confirm that the assets are adequately valued, controlled, maintained and insured.
- 11) Monitor, and where appropriate, recommend purchase of all capital items
- 12) Advise on funding and expenditure for future agreed capital projects.
- 13) Carry out financial investigations and request relevant supporting documents and evidence when appropriate
- 14) Manage any issues referred to the Committee by the RFO.
- 15) Conduct an annual review of the council's insurance policies and monitor the procedure for risk assessment of all of the Parish Council's activities.
- 16) At quarterly meetings review all Parish Council expenditure against the annual budget and any adjusted income. Review forecasts for future income and expenditure and make recommendations to the RFO as to adjustments to budgets and future expenditure and agree the RFO's reports to the Parish Council.

17) At quarterly meetings, review all financial reserves including allocations, income and expenditure for projects, assets and general reserves. Prepare recommendations for the Parish Council.

18) Monitor all bank income expenditure and report to the Parish Council. In conjunction with the RFO review the Councils banking arrangements and make recommendations to the Parish Council.

19) Ensure that all budgets and expenditure are transparent to the community and that the Council provides a value for money service.

### **Interests**

If a Member has a personal interest as defined by the Code of Conduct adopted by the Parish Council, then they shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required. If a Member who has declared an interest considers the interest to be prejudicial they must withdraw from the meeting during consideration of the agenda item to which the interest relate.