



# Kessingland Parish Council

## Terms of Reference for the Finance & Governance Committee

### Governance

The Finance and Governance Committee is appointed by and solely responsible to Kessingland Parish Council. The Committee's duties, as set out in these terms of reference, are defined and agreed by Full Council, which may vote, at any time, to modify, remove or increase the Committee's terms.

### Meetings

Meetings are to be held as and when required. This is likely to be monthly.

### Membership

The Committee will consist of a minimum of five councillors and will elect a Chair and Vice-Chair as its first business at the first meeting subsequent to the Annual Meeting of the Council in each year. Any elected committee member can preside, by agreement, in the absence of a Chair. The quorum will be a minimum of three councillors. The Chair and Vice Chair of the Council will have automatic membership and full voting rights.

All other members of the Council have the right to attend the meeting and make representations on the matters being discussed however only committee members have the right to vote.

### Record of Proceedings

The Committee will meet as required to fulfil the responsibilities below. Written minutes will be taken to record the Committee's decisions and will be received at the next Full Council meeting and tabled as an appendix. The Clerk will be responsible for arranging the recording and distribution of the minutes.

### Responsibilities

The Committee has delegated authority from the Council to work with the Clerk (who is the Responsible Financial Officer) to fulfil the following responsibilities, in line with Financial Regulations and any other framework that is required in law or that the Council puts in place.

### Finance

- Developing and monitoring the Council's Risk Management Strategy
- Ensuring that the Council is appropriately transparent and accountable with its finances in line with any legislation, mandatory Transparency Codes and any framework set by the Council itself

- Making approval of payments on the Council's behalf either made already or in advance of payment, in line with Financial Regulations. The Finance and Governance Committee may authorise payments up to and including £5000 as long as they do not exceed the budget level in any area. Payments over £5000 or from reserves have to be authorised by Full Council
- Monitoring the Council's approved budget against actual expenditure throughout the year and performing reconciliations as required by Financial Regulations
- Reviewing Financial Regulations annually in order to ensure suitable regulations can be recommended to Council for adoption
- Ensuring there is evidence of adequate systems of internal control and audit throughout the year and for presentation for external audit
- Reviewing of annual financial reports and making recommendations to Full Council on the reports
- Developing and reviewing a relevant reserves policy for the council
- Developing and reviewing the Council's Investment Strategy and making related recommendations, including on banking, to the Council
- Ensuring that the Council's properties, and their leases or hires, undergo appropriate risk management and that council property is adequately maintained
- Review the Council's asset register noting any additions, disposals and depreciation
- Reviewing the Council's insurance of all the Council's property and liabilities, at least annually, and making related recommendations as required
- Ensuring a suitable framework for tendering and purchasing arrangements is set in Financial Regulations and adhered to during those processes
- Making annual estimates of expenditure and income to inform budget recommendations to the full Council
- Developing the Annual Budget
- Recommending to full Council the amount of the annual precept demand
- Ensuring the Council is fully prepared and cooperative with an audit regime
- Reviewing internal audit arrangements and making recommendations to full Council on appointing an independent Internal Auditor
- Reviewing original audit reports, developing an action plan to address any accepted
- Recommendations from the auditors and ensuring this is presented for consideration and adoption by the Council. Monitoring implementation of the plan
- Awarding grants to local organisations as per the Council's Grant Awarding Policy

- To consider the environmental and climate change implications of committee decisions in regard to the Council's declaration of a Climate Emergency.

**Decisions regarding the setting of budget, precept and borrowing must be made by Full Council.**

## **Governance**

Ensuring that essential policies (not covered by other committees) are developed, created, monitored, maintained and adhered to with appropriate recommendations to Parish Council for amendment and/or adoption.

Ensuring that council policies consider the environmental and climate change implications in regard to the Council's declaration of a Climate Emergency.

Annually reviewing the Council's policies and Standing Orders making appropriate recommendations to full Council for amendment and adoption.

Reviewed and adopted by the Parish Council on:

Signed: CHAIR  
Finance & Governance Committee