

## **TERMS OF REFERENCE AND DELEGATED POWERS – FINANCE & ADMINISTRATION COMMITTEE**

Under The Local Government Act 1972 section 101 the Council has agreed to discharge the following functions to the Finance & Administration Committee:

The Committee is responsible for financial planning in general and specifically for preparing the draft annual budget, three-year financial plan, and precept proposal for consideration at the Council's January meeting. The Committee is responsible for overseeing the Council's overall finances and has specific responsibility for VAT; bank interest; chairman's allowance; councillors' expenses; elections; administration; office expenses; grants; financial aspects of contracts; and contingencies.

The Committee is responsible for receiving reports from the internal and external auditors and forwarding them to Council with any necessary recommendations.

The Committee is responsible for monitoring the way in which the Council's work is organised and reviewing its governance and making any necessary recommendations to the Council.

The Committee is responsible for all of the Council's insurances; leases; property; and relations with freeholders and leaseholders of land and premises in which the Council has an interest. The Committee should maintain an overview of public services provided by others within the village that are not specifically covered by other Committees; these services include public transport; health; and utilities.

The Committee may spend on its activities within the budget agreed by the Council. However, where a decision might be expected to have an impact on individual parishioners the Committee should make reasonable efforts to consult those who could be affected and report these consultations and its proposal to the full Council for final decision.

At its first meeting after the Parish Council's annual meeting the Committee should fix a programme of meetings for the rest of the financial year, taking the advice from the Clerk to avoid workload clashes with other scheduled meetings.

The Committee should monitor expenditure and income to ensure that its budgets are not exceeded. The Committee shall not make any virements between expenditure budgets without the approval of the Council.

The services must be delivered by the Committee in a way that is consistent with the Council's financial regulations.