

# LONG ASHTON PARISH COUNCIL

## FINANCE AND GENERAL PURPOSE COMMITTEE TERMS OF REFERENCE

As reviewed at the Annual Council Meeting 19<sup>th</sup> May 2014

Reviewed without change Monday 18<sup>th</sup> May 2015

Reviewed with amendment to number of Councillors 16<sup>th</sup> May 2016

Reviewed with amendment to clarify nomination of Councillors 15<sup>th</sup> May 2017

Reviewed with changes to the committee membership and the addition of the definition of a quorum meeting 21<sup>st</sup> May 2018

### Membership

Membership shall consist of:-

- The Chairman and Vice Chairman of the Council
- The Chairmen and vice chairmen of the Highways and Burial Ground and Planning Committees.
- One LACA member if they are also a Parish Councillor, one member representing Leigh Woods ward and any other Councillors who wish to serve on the committee. These persons shall be nominated at the Annual Council Meeting.

A minimum of ten members to serve on the Committee. Following appointment of the committee chairmen and vice chairmen any additional members required to be appointed will be so by the Council.

### Areas of Responsibility

This committee has delegated responsibility for the overall management of the council's finances and any other matter which does not fall within the scope of any other committee and is not reserved to Full Council

- To co-ordinate, in consultation with the Chairman of the Committees of the Council, the Chairman of the Council, the Parish Clerk/ RFO, the detailed budget of the Council and to recommend to the Council the annual budget and the annual precept to be levied for the Parish.
- To authorise payments
- To regularly monitor reports of income and expenditure against the approved budget.
- To monitor the Council's cash position through bank reconciliations
- To advise the Council on its financial and economic policies and to deal with the allocation and control of financial resources.
- To recommend to Council the Annual Return and as part of the process to:
  - consider the annual accounts
  - ensure that the asset register is up to date
  - consider any risk management issues
- To review the Council cash reserves so that they may be kept at a level appropriate to anticipated financial risk; also identify and earmark reserves for specific projects.
- To review regularly the Council's Banking Investment and Insurance arrangements
- To review regularly the Council's Financial Regulations and Standing Orders
- To review regularly the Council's Risk Assessment

- To ensure that an adequate and effective system of internal audit of the council's records and control systems is maintained as required by the Accounts and Audit Regulations
- To make grants to organisations working for the community in Long Ashton
- To deal with personnel matters
- To appoint staff (other than the Clerk) and determine and review their terms and conditions of employment including an annual salary review
- To manage the Parish Office

### **Meetings**

- The Committee will meet at least six times each year.
- The quorum for the meeting is one third of the committee, rounded up to a whole number and not less than three members attending.
- Minutes of all meetings will be recorded by the Minute or Parish Clerk. Draft minutes will be circulated to all Council members and published on the Council website as soon as available.
- All Councillors are welcome to attend meeting of this Committee but only those appointed to it may participate in meetings and vote.

### **Review**

These terms of reference are to be reviewed annually at the Annual Meeting of the Long Ashton Parish Council.