



DATCHET PARISH COUNCIL

Finance Committee Terms of Reference

Committee adopted by resolution on	11 th Sep 2023
Terms of Reference Reviewed by committee on	5 th January 2024
Next Review Date	May 2026
Approved at Full Parish Council Meeting	14 th April 2025
Minute Reference	24/297f
VERSION 2	

Document Revised on	Revision Tracking
15 th January 2024 -Min Ref :23/175d	Approved at Full Parish Council Meeting
13 th May 2024 -Min Ref: 24/09	Cllr Young appointed at Chair, Cllr Buckley Appointed as Vice Chair and Cllr Clemens appointed as a member.
14 th April 2025	Name amended to Finance Committee, removal of Governance responsibilities which are undertaken by the Parish Office.



These terms are supplementary to, and do not override, the Parish Council's Standing Orders &/or Financial Regulations.

This Committee is appointed under s.101 of the 1972 Act.

1. Purpose of Committee

The committee's primary purpose is to ensure the council spreads responsibility such as reviewing and recommending a budget, reviewing tenders, scrutinising expenditure against the budget. The committee must utilise the expertise of several councillors and does not rely on the knowledge of a single councillor.

2. Powers

The committee is an advisory committee constituted to monitor and review the council's income, expenditure and investments. The committee has no decision-making powers but instead makes recommendations to the council for consideration.

3. Membership of the Committee

The Committee shall consist of a minimum of 4 parish councillors. Non-parish-councillors may not be members. The quorum of the Committee will be 3 members.

4. In attendance

The Proper Officer or delegated officer may be requested to attend any meeting.

5. Confidentiality

All members must preserve confidentiality of all pertaining to the business of the committee.

6. Meetings

- The Committee will meet a minimum of 4 times per year, quarterly to sign off bank reconciliations and review quarterly accounts (plus as required for example to review tenders)
- The meeting could be held during daytime office hours which might enable Finance Assistant to be present to answer any queries on the accounts.
- This Committee Meeting will be called in line with Standing Orders and Financial regulations.
- The Committee Meetings are open to the Public and Press.
- Election of the Committee Chair will be at the first committee meeting.
- In respect of convening ordinary meetings of the Committee, the Committee Chairman in consultation with the Clerk, may determine the date and time of its meetings.
- All Members of this Committee shall be appointed at the Annual Council Meeting, and remain as a Committee Member until the Annual Meeting of the following year, unless this is preceded by resignation.
- Any changes in membership of this Committee must be agreed by Full Council.
- The Clerk or other appropriate officer will record meetings.
- Standing Orders on rules of debate and all other matters shall apply.

7. Minutes

- Minutes of all meetings will be recorded by the Proper Officer (or delegated) and circulated to all members of the committee and to all Full Council members.
- The minutes will be available to the public on the Parish council website.
- All resolutions and recommendations made to Full Council shall be recorded in the minutes of the appropriate meeting.



8. Responsibilities

The committee is responsible for an overview of all aspects of Governance & Finance, specifically: -

- To monitor the finance and resources of the Parish Council, in conjunction with the RFO.
- Recommendation to Parish Council of the annual budgets and precept within the Council's Financial Regulations.
- Ensuring that an adequate and effective system of internal control is in place to secure the integrity of finances at all times.
- To provide guidance to the Council on the levels of income and expenditure, and the financial implication of its policies, by periodically reviewing performance against budget and to make recommendations.
- Monitoring and reviewing the Parish Council reserves and making recommendations to Council.
- To deal with any other matter that a meeting of the Parish Council considers appropriate to be referred to the Finance Committee.

The Committee's Terms of Reference are to be reviewed annually at the Annual Statutory Meeting.

Signature

A handwritten signature in black ink, appearing to be 'A. J.', written over a faint horizontal line.

(Clerk)

Date: 14th April 2025