



# DATCHET PARISH COUNCIL

## Finance and Governance Committee Terms of Reference

Committee adopted by resolution on	11 <sup>th</sup> Sep 2023
Terms of Reference Reviewed by committee on	5 <sup>th</sup> January 2024
Next Review Date	May 2025
Approved at Full Parish Council Meeting	13 <sup>th</sup> May 2024
Minute Reference	24/09
VERSION 1	

Document Revised on	Revision Tracking
15 <sup>th</sup> January 2024 -Min Ref :23/175d	Approved at Full Parish Council Meeting
13 <sup>th</sup> May 2024 -Min Ref: 24/09	Cllr Young appointed at Chair, Cllr Buckley Appointed as Vice Chair and Cllr Clemens appointed as a member.



***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 reviewing quarterly performance against budget and to make recommendations.
- To keep the Council's policies and procedures under review and recommend improvements as necessary – including Financial Regulations, Standing Orders for the conduct of meetings.
- To ensure Councillors comply with all legislative requirements, promoting transparency and good governance practices upon the Council.
- To review tenders and make recommendations to Council.
- Monitoring and reviewing the Parish Council reserves and making recommendations to Council.
- Reviewing contracts 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 Governance & 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 light blue horizontal line.

(Clerk)

Date: 13/05/2024