



TERMS OF REFERENCE

General Purposes & Finance (GP&F) Committee

Adopted by the Full Council – 7 March 2019

Policy

The role of the Parish Council in this respect is two-fold:

Finance

The financial affairs of the Parish Council must be conducted in accordance with all relevant Statutory Regulations, in particular the Accounts and Audit Regulations, the associated Communities and Local Government and NALC Guidance, the Council's Standing Orders and the Council's Financial Regulations. Under the Regulations the Council as a whole is responsible for its financial affairs, including decisions on funding and expenditure.

With respect to the Precept the General Purposes and Finance Committee is required to make recommendations to the Full Council, but approval of the Precept is the responsibility of the Council as a whole.

The Parish Council will, at all times, aim to ensure that the conduct of its financial management is carried out in a prudent manner, so as to provide high value for the element of council tax paid by residents of the Parish and to make optimum use of Parish Council assets.

General Purposes

All business of the Parish Council must be conducted in a timely and efficient manner. This Committee has delegated powers to approve any financial items as approved within the precept. To ensure that Full Council meetings are streamlined and finish by 10.30pm the General Purposes and Finance Committee may also approve expenditure, which has not been approved within the precept subject to a maximum of £5,000pa provided there are sufficient funds available within the appropriate budget. The Committee is not required to approve expenditure which has been approved by the Clerk/Assistant Clerk under the Council's approved Scheme of Delegation.

Constitution of the Committee

The Committee shall comprise 8 members at least one from each ward. The Chairman and Vice-Chairman to be ex-officio members, with full voting rights. The Chairman of the Committee to be appointed by members of the Committee annually at the June meeting. The term of office of Members shall be for twelve months expiring on the day of the Annual Meeting of the Council.

Function of the Committee

- To take decisions on behalf of the Full Council. The spending limit for each item shall have been already agreed within the Precept, or that sufficient funds are available within the appropriate budget to cover the relevant expenditure.

- To draw up the annual budget for submission to the Council having given full consideration to the recommendations of the Responsible Financial Officer. In carrying out this function, the Committee will ensure that all proposals accord with the relevant legislation and fully reflect the policies of the Parish Council.
- Based on the budget prepared, to submit a proposal to the Council for the amount of the annual precept.
- To make recommendations to the Council regarding the appointment of an Internal Auditor.
- To review the system of internal control as per the Accounts and Audit Regulations.
- Whilst the Committee can consider Internal and External reports, **these must be put before, and approved by, the Full Council.**
- To review the effectiveness of the system of internal audit as per the Accounts and Audit Regulations. The review must be approved by the Full Council.
- To keep under regular review the Council's financial risk assessment, internal controls and the financial implications of all other risk assessments. Risk assessment must be approved by the Full Council within the relevant financial year.
- To regularly review and assess all insurance policies held by the Council.
- The Committee is authorised to sign cheques and approve electronic payments on behalf of the Full Council as required, with the proviso that any special payments must be put before the Full Council.
- To receive and comment upon all planning applications.
- The Committee shall meet on a six-weekly basis.