

Deanshanger Parish Council

Finance and General Purposes - Terms of Reference



Deanshanger Parish Council
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Northants
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Adopted May 2015
Reviewed May 2016, 2017, 2018, 2019,
2020

DEANSHANGER PARISH COUNCIL (The Council)

Finance & General Purposes Committee (F&GP)

Terms of Reference

Finance

- Review and update the Financial Regulations and ensure they are observed by the Council
- Oversee the Financial Administration of the Council
- Review risk assessments and make recommendations
- Make recommendations on precept requirements
- Monitor performance against budgets and make recommendations where action is necessary
- Monitor purchase decisions to ensure that the Council is obtaining value for money in accordance with the Financial Regulations
- Review all insurance (annually) and make recommendations
- Review internal and external audit reports and arrange to implement recommendations
- Take responsibility for pursuing, or arranging to be pursued, all possible and relevant sources of external funding
- Consider and approve all applications for grants, received by the Council, for amounts up to and including £1000, with recommendations being put to Full Council for grant requests in excess of £1000
- Develop, maintain and monitor the policy on reserves
- Committee Chair to undertake spot checks on the books of accounts and the reconciliation of the accounts against the bank statements

General Purposes

- Oversee street lighting maintenance
- Make recommendations on street lighting requirements, including risk assessments and insurance cover
- Oversee the maintenance of street furniture
- Make recommendations on street furniture requirements, including risk assessments and insurance cover
- Oversee the management of the Council's communications including the Council Web site, newsletter and Facebook
- Review the Council's information technology resources, including computing hardware and software and telephones
- Oversees management of noticeboard

Both

- Develop and recommend to Council policies relating to the areas of the committee's responsibility
- Review the Terms of Reference of the Finance and Administration Committee at the first meeting of the Committee after the Annual General Meeting of Council and make appropriate recommendations to Council
- The Committee has an annual budget of £500 which it may use to ensure it carries out its duties/responsibilities for the benefit of the Parish. The budget to be revised annually when the annual parish precept is agreed

• **Meetings**

- The Parish Clerk or the Chair of the Finance and General Purposes Committee (F&GP) will call F&GP Committee meetings as and when necessary.
- If any two Councillors consider an issue that falls within the F&GP Committee remit to be of great importance to the village, they may ask the committee for a deferral to pass the decision either to the next Full Council Meeting of the Deanshanger Parish Council, or if a time regulated decision is required arrange for an extra-ordinary meeting to decide the response.
- Agendas will be issued to F&GP Committee members, and displayed on notice boards, a minimum of 3 clear working days before the date of the planned meeting.
- Minutes of all meetings will be recorded by any member nominated at the meeting and circulated as soon after the meetings as is practical.
- The Quorum is one third of Membership or 3 whichever is greater.