



# Chiseldon Parish Council

## Terms of Reference

### Finance Sub-Committee

#### 1. Structure

1. The Finance Committee is a Standing Committee and shall comprise of no more than 9 Members.
2. Membership of the Committee is established at the Annual meeting of the Council.
3. The Committee shall elect a Chairman & Vice Chairman for each civic year.
4. Co-opted members may join the committee during the year if authorised by the council.
5. Three members of the committee shall constitute a quorum for the meeting.
6. Frequency of meetings – meetings will be held at a minimum every two months. More frequent meetings will be convened as required.

#### 2. Conduct of Meetings

1. All meetings of the Committee shall be minuted by the Clerk of the Council, by another member of staff or by member of the committee.
2. All meetings of the Committee shall be public meetings, convened in accordance with the Parish Council's standing orders.

#### 3. Purpose of the Committee is to

1. Formulate and manage the budget of the council on an annual basis.
2. Set the annual precept based on the budget and advise Swindon Borough Council accordingly.
3. Agree and manage virements to the budget as required.
4. Examine and agree payments and receipts made by/paid to the council.
5. Work with other subcommittee chairs to ensure best value for money.
6. Manage the council's banking arrangements with the Responsible Financial Officer.
7. Assist in the preparation of the annual accounts with the Responsible Financial Officer.
8. Manage and oversee legal agreements such as contracts and leases with external parties.

#### 4 Specific Responsibilities

1. Participate and assist in any internal or external audit as may be required.
2. Ensure that the council remains in a healthy financial position at all times and can meet its liabilities.
3. Manage financial and legal risks with the assistance of the Responsible Financial Officer.
4. Ensure compliance with the Council's Financial Regulations, relevant legislation and established accounting practices.
5. Work with other subcommittees to ensure that any legal agreements into which the council has entered are adhered to.
6. Formulate and manage the budget as per the Financial Regulations and agree any virements as necessary.



7. Assume the day-to-day management of the Clerk by a subcommittee consisting of three members of the Finance Committee. Management shall include conducting a performance review no less frequent than once per annum and reviewing salary on an annual basis or as necessary.
8. Agreeing to any variation in the Clerk's Salary by a simple majority vote.
9. Agreeing to provide any training for the clerk as necessary by simple majority vote.
10. Making the necessary amendments to the clerk's workplace in order to meet the requirements of relevant Health and Safety legislation in order to provide a healthy and safe working environment.
11. Assist the clerk in conducting regular reviews of all risk assessments and holding an up to date risk register.
12. Assist the clerk in maintaining an up to date asset register.
13. Reviewing and challenging spending where necessary.
14. Maintaining a charity/donations fund and managing its distribution in accordance with the relevant policy as published by the Finance Committee.
15. Providing regular accounts to the full council that show the current financial position of the council.
16. Manage and oversee legal agreements such as contracts and leases with external parties, providing advice and recommendations to the Full Council where necessary.
17. Create and amend as required the Council's policy documents, subject to a vote by Full Council.

## 5. Delegated Powers

Chiseldon Parish Council empowers and delegates the following responsibilities to the Finance Committee:

1. The Committee shall be empowered to approve expenditure in respect of the following:
  - a. The Clerk's Salary, HMRC payments, National Insurance and Pension Liabilities.
  - b. The Clerk's Expenses, Training, and Membership of Professional Bodies.
  - c. Office expenses including, but not limited to: a Telephone and Internet Connection, Stationery, Computing Equipment, Software and an Accounting Package.
  - d. Charitable donations to local causes as per the relevant published policy.
  - e. Professional fees including, but not limited to: Architects, Solicitors, Accountants, Auditors, Surveyors or Health and Safety Consultants.
  - f. Maintenance of an internet domain name, an email service for the clerk or any other staff as may be necessary, website hosting and a contract maintenance package for a professionally managed website.
  - g. Goods, services or works required in order to prevent a risk or liability to the council as a result of a Health and Safety issue which can either cause unnecessary risk, injury or death to a member of the public, councillor or member of staff or in order to comply with the requirements of current legislation.
  - h. Insurances as required by the Council's Financial Regulations including Public Liability Insurance, Employers' Liability Insurance, Fidelity Guarantee Insurance, Buildings and Contents Insurance or any other insurances required by law or to appropriately reduce financial risk to the council.
  - i. Insurance and Financial Support for the Washpool Area Restoration Project (WARP) although the day-to-day management/reporting of this will sit within



the Environment Committee.

2. Where a single item of expenditure is referred to the Finance Committee for agreement by another subcommittee, the Finance Committee may agree that expenditure by simple majority vote unless:
  - a. The amount exceeds £25,000; or
  - b. The amount exceeds 15% of the annual precept

whichever the lesser. In the event that the single item of expenditure exceeds the amounts shown above, it will be referred to the next meeting of the full council for a vote.

3. Set or amend the annual budget including making virements to/from unallocated funds and/or reserves as appropriate.
4. Review and recommend the precept for the following civic year to the Full Council for discussion and approval.
5. Provide day-to-day management of the Clerk via a subcommittee of three councillors who shall carry out a performance review and a salary review at least once per annum. It is not incumbent upon the council to make any change to the Clerk's Salary during a salary review.
6. Agree contracts and leases on behalf of the council as appropriate up to and including the value of £5,000 per annum. Any contract or lease exceeding this amount shall be reviewed by the Finance Committee and submitted with a recommendation for agreement by Full Council prior to signature.

Version 2

26<sup>th</sup> October 2017