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Eastchurch Parish Council Terms of Reference for Finance Committee

Adopted at the Public Meeting of the Council on24th July 2018.....

TERMS OF REFERENCE

Membership

Minimum of five parish Councillors, to include Chairman and Vice Chairman of the Council, and any other Councillor who wishes to sit on the Committee, to be appointed annually, normally at the Annual meeting in May.

Quorum

Three members shall constitute a quorum.

Chairman

The Chairman of the Council

Meetings

To be held as agreed by the Parish Council at its Annual Meeting, one of which will be in before 30th November, at which the agenda will include the budget and precept to be raised for the next financial year. Meetings to be held in an appropriate publicly-accessible venue. Public notice of meetings to be given at least three clear days beforehand.

Devolved Matters

The Parish Council devolves to the Committee responsibility for oversight of the finances and general administration of the Council. This will include:

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| Finance: | drafting the annual budget deciding on the precept to be raised reviewing the budget as necessary reviewing Insurance |
| Human Resources: | reviewing salaries advertisement and recruitment of any new staff training of Councillors and staff as required matters affecting council Employees Breaches of the Code of Conduct |
| Administration: | reviewing the system of internal control reviewing risk management policy statements, and risk assessments reviewing standing orders, regulations and protocols bi-annually drawing up new policies as may be required from time to time review of parish office equipment and use of Parish office annual review of asset list |
| Communication: | review use of, and updating of website production of newsletters |

The Committee will make recommendations to the Council on all such matters.

Minutes

Minutes of meetings to be circulated to all Parish Councillors and received at the next Parish Council meeting.

Standing Orders and Financial Regulations of the Council

Standing Orders and Financial Regulations of the Council shall also apply to the Committee in so far as they are appropriate.