

## **FINANCE & MANAGEMENT COMMITTEE**

### **CONSTITUTION**

The Finance & Management Committee is a standing committee of the Council. It will operate in accordance with statutory requirements and the provision of Standing Orders.

### **ROLE**

The Finance & Management Committee deals with the administration, overall management of the financial affairs of the Council.

### **MEMBERSHIP**

The Finance & Management Committee will be made up of 6 members, to include representatives of the Works Committee.

The committee will elect a Chairman at the first meeting in each civic year. A quorum will be 3 members. The Committee will be supported by the Responsible Financial Officer.

### **MEETINGS**

The Finance & Management Committee may decide their programme of meetings and the venue, but should normally meet quarterly and as required. The programme of ordinary meetings will be decided at the first meeting in each civic year.

### **DUTIES**

The Finance & Management Committee is responsible for the following matters:

#### **Finance**

- 1 The overall management of the arrangements for the proper administration of the financial affairs of the Council, subject to any specific instructions of the Council, for the purposes of section 151 of Local Government Act 1972.
- 2 The preparation, review and up-dating of Standing Financial Instructions, which shall be construed as instructions to the Responsible Financial Officer for the purposes of regulation 4(1) of the Accounts & Audit Regulations 1996, and such amendments as currently in force.
- 3 General supervision of the duties and actions of the Clerk and Assistant Clerk in relation to financial matters.
- 4 Conforming with the requirements of the current Accounts & Audit Regulations with respect to the approval of annual accounts and the display of notices.
- 5 The preparation of recommendations for the annual precept, for submission to the Council. The allocation of Budgets in accordance with the approved precept and monitoring of Budgetary control.
- 6 The control of Capital expenditure.
- 7 The detailed arrangements for loans if borrowing is required, subject to the approval of the Council.
- 8 The investment of special funds, or monies not required for use in the short term, with attention to the best return on capital.
- 9 Consideration of grants and donations.

- 10 Consideration of expenditure under s137 of LGA72.
- 11 The financial supervision of significant contracts and pursuance of correct Tender procedures following the production of a specification by the originating Committee.
- 12 Ensuring best value for money in respect of all purchases of goods or services by the Council and its committees.
- 13 Monitoring the adequacy of the insurance arrangements of the Council.
- 14 Such other matters as the Council may on occasion refer to the Committee.
- 15 To review, at least annually, the Committee's progress on relevant sections of the Parish's CN2030 Framework.

## **PARISH CENTRE:**

### **Staffing**

- 1 Responsibility on behalf of the Council for all employees.
- 2 Creation of Terms and Conditions of employment for all staff employed by the council.
- 3 Create Job Descriptions, appraise performance annually and select personnel when and where necessary.
- 4 To formulate and exercise disciplinary procedures.
- 5 To be aware of and monitor all aspects of employment, health and safety and human rights.

### **Office Management**

Manage the council office and review its use and ensure the good order, effective maintenance and security of all office equipment and systems.

## **DELEGATION AND LIMITATION OF AUTHORITY**

The Finance & Management Committee has all the powers of the Council necessary for the exercise of their defined duties and functions in relation to financial and management matters, with the following exceptions:

- 1 The issue of any precept.
- 2 The final consideration of audit reports.
- 3 The approval of loans and borrowing.

The Finance & Management Committee may arrange for any of their duties to be carried out by a sub-committee or by the Clerk, but there shall be no onward delegation of powers without the agreement of the Council.

Notwithstanding the powers given to the Finance & Management Committee those powers may at any time be exercised by the Council as it sees fit.

### **Reporting Procedure**

The Committee will report to the Council at its' next meeting following a meeting of the Committee. The minutes of the Committee meeting will form the basis of the report, and shall be an accurate record of all decisions and recommendations of the Committee.

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