

# **Finance and General Purpose Terms of Reference**

**This policy was formally adopted by**

**St Cleer Parish Council**

**on**

**21.08.2024**

**for the civic year**

**2024 - 2025**

Review date: May 2025

## ST CLEER PARISH COUNCIL

### Committee Terms of Reference 2024 - 2025

The Council will review and determine the terms of reference for all Committees and Working Parties at the annual meeting of the Council.

#### Finance and General Purposes Committee

**Appointment:** - The Committee members are appointed at the annual meeting of the Parish Council.

**Chairman** - The Chairman is elected annually at the first meeting of the Committee following the annual meeting of the Council. The Chairman shall serve in this position until the next annual meeting of the Council unless the Chairman resigns from the position, resigns from the Council or becomes disqualified from being a member of the Council.

**Vice Chairman** - The Vice-Chairman is elected annually at the first meeting of the Committee following the annual meeting of the Council following the election of the Chairman. The Vice Chairman will serve in this position until the next annual meeting of the Council unless the Vice Chairman resigns from the position, resigns from the Council or becomes disqualified from being a member of the Council.

#### General

The Committee shall comply with all Council's policies, protocols, systems and procedures including the Standing Orders and Financial Regulations and any other statute within legislation.

The Committee will be mindful that no decision can be made by an individual, save where clearly delegated by Council, and scope for this committee are limited to those delegated below and as agreed and Minuted at the Finance and General Purposes Meeting

The Council might consider from time to time delegating specific responsibilities to this Committee (within the scope of the LGA 1972 s101) but will exclude any powers that cannot be delegated by the Council e.g. issuing a precept for the rate (s67 LG & FA 1992). Additionally, no recurring financial agreement will be entered into without recourse to Council

Any additional delegation of responsibility will be clearly minuted within the Parish Council minutes, these will usually pertain to matters related to the Estates domain of the Parish's work

Recommendations made by this Committee outside of the scope of these terms of reference serve as motions for decision making by Council.

#### The delegated authority to this committee includes:

- a) Consider planning applications received prior to the meeting and respond to the planning authority on behalf of the council.
- b) Payment of invoices for work, services and other liabilities presented by the RFO either previously confirmed by Council or where delegated within financial regulations to the RFO, or invoices for which this committee has delegated authority

Under the direction, leadership and guidance of the Committee Chairman or in their absence the Vice Chair, The Committee shall be accountable and responsible for the following areas of Council Activity and have delegated authority to the limit of the budget set and agreed by Council to carry out these functions. Where any doubt about the powers to commit finance are raised by the RFO the matter should be referred to full Council for ratification.

Orders and Financial Regulations and any other statute within legislation.

Specific Responsibilities for Council approval –

Under the direction, leadership and guidance of the Committee Chairman, shall be accountable and responsible for the following areas of Council Activity

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| <b>Proposed</b>   |
| To review and develop the Standing Orders and Financial regulations of the Council, annually in January, ensuring that they reflect good practice and any changes in pertinent legislature<br><br>Propose the Standing Orders and Financial Regulations at the May meeting for the forthcoming year   |
| Regular oversight (at least quarterly) and responsibility for all of the Council finances including ensuring: <ul style="list-style-type: none"><li>• All expenditure is authorised by Council, Estates or FGPC (See 2 below)</li><li>• All income is notified to Council</li><li>• That an adequate 'cashbook' is maintained</li><li>• That expenditure is appropriately allocated to the correct budget head</li><li>• Bank reconciliation</li></ul>  |
| To review the annual list of pre-authorised expenditure: <ul style="list-style-type: none"><li>• <i>Salaries</i></li><li>• <i>Pre-approved councillor / clerk expenses</i></li><li>• <i>Pension(Nest)</i></li><li>• <i>HMRC</i></li><li>• <i>EDF</i></li><li>• <i>BT</i></li><li>• <i>South West Water</i></li><li>• <i>BTE (South West Hygiene)</i></li><li>• <i>Cheaper waste</i></li><li>• <i>Lloyds multi pay card</i></li><li>• <i>Bank Charges</i></li><li>• <i>Accounting software</i></li><li>• <i>Vision ICT</i></li><li>• <i>Information Commissioners office</i></li><li>• <i>CALC annual Membership</i></li><li>• <i>SLCC Clerk Membership</i></li><li>• <i>Insurance Gallagher / cyber insurance - overall insurance renewals</i></li><li>• <i>RoSPA Playsafe Annual Inspection</i></li><li>• <i>Nicholls and Sainsbury (cost of storage of deeds)</i></li><li>• <i>LA Fire &amp; Security (extinguisher inspections and maintenance)</i></li><li>• <i>Liskerrett Cleaning Services</i></li><li>• <i>Liskeard Property Management</i></li><li>• <i>Gallagher Cyber Insurance</i></li><li>• <i>Stephen Blachford Pitch Cutting</i></li><li>• <i>Tremar Trees Allotment Grass</i></li><li>• <i>Xero</i></li><li>• <i>Airtable</i></li><li>• <i>Adobe Acrobat - not be included</i></li><li>• <i>Microsoft office</i></li></ul> |
| To develop an overarching business plan for the Parish, to be presented to Council  |

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| <p>In conjunction with Estates, Community Engagement and HR Groups to develop a budget of income and expenditure for the Council year – April to March</p> <p>To ensure that this budget is presented to Council at their November meeting to inform the motion related to the Precept</p>  |
| <p>To review Council's performance against budget, recommending virement and variance management to Council during the fiscal year at least once during the year, usually at the end of Quarter 2</p> <p>To receive the recommendation from Estates in relation to the needs of the Parish to have adequate insurance cover for all liabilities including legal protection</p> <p>To propose to Council the level of insurance cover required and ensure its purchase</p> |
| <p>Together with the Clerk / RFO ensure that there is an adequate procedure manual which is regularly reviewed and published on the Parish website to include as a minimum policies and procedures related to:</p> <ul style="list-style-type: none"> <li>• Employment of staff</li> <li>• Health and Safety</li> <li>• Risk Management</li> </ul>  |
| <p>Together with the RFO to review the Financial Comparison and the appropriateness of current budgets.</p>   |
| <p>Audit all expenditure over £5000 to ensure that the financial regulations were complied with, making recommendation for remedial actions or system improvement</p>   |
| <p>To receive all applications for grants under s137 of the LGA 1972 (as amended) and to make recommendation to Council as to their award or disposal</p>   |
| <p>To appoint the internal auditor</p> <p>To ensure that all policy and practices meet the requirements of the Annual Return</p> <p>To recommend to Parish at the May meeting the annual return in its entirety so that the timelines can be adhered to for the exercise of public rights</p>   |
| <p>To review the banking needs of the Parish and ensure that the account arrangements effectively underpin the financial and investment management of the Parish</p>  |
| <p>To consult with the Clerk and RFO where appropriate, on areas that have been delegated to the Clerk and RFO within financial regulations, standing orders or any other policies and protocols approved by the Council that impact on this Committees terms of reference</p>  |
| <p>To audit compliance with the following:</p> <ul style="list-style-type: none"> <li>• Acceptance of Office</li> <li>• Compliance with Co-option of Councillors</li> <li>• Compliance with the Transparency regulations</li> <li>• Regular update of the register of member's interests</li> <li>• Member's commitment to the Code of Conduct and Social Media Policy</li> </ul>   |

To incrementally develop towards

- Quality Parish Award
- Certificate of Competence
- A 3-year business plan for the Parish, to be presented to Council
- A medium-term financial strategy (MTFS)