

BARWICK IN ELMET AND SCHOLES PARISH COUNCIL

FINANCE COMMITTEE AND GENERAL PURPOSES - TERMS OF REFERENCE 2021

These Finance and General Purposes Terms of Reference were reviewed by the Committee at its meeting of 9th July 2018 and formally adopted.

The Terms of Reference should be reviewed annually by the Committee and the full Parish Council advised of any changes.

The full Parish Council considered these Terms of Reference at its annual meeting on 5th May 2021 and a revised version was agreed.

1. The Purpose of the Committee

The Finance and General Purposes Committee is constituted as a full Committee to represent Barwick in Elmet and Scholes Parish Council in matters relating to

- a. Maintenance of assets (by means of a programme of works and pro-active assessment)
- b. Ensuring compliance with statutory obligations (regarding documents, policies and legislation).
- c. Budgeting (setting the annual budget).

2. Delegated Powers

- a. To prepare and manage budgets covering the income and expenditure of the Parish Council.
- b. To manage and maintain Parish Council assets within a budget agreed by the Parish Council, to ensure appropriate risk assessments are carried out and to ensure appropriate insurance cover for those assets and for any public liabilities which may arise.
- c. To ensure annual review of Financial Regulations and Financial Risk Assessments, Social Media Policy and any other compliance documents.
- d. To ensure Parish Council compliance with Data Protection legislation.
- e. To undertake any other work delegated to it by the full Parish Council.

Members will be advised by the Parish Clerk whether or not a particular item under discussion is within the Committee's delegated powers. If it is within the delegated powers, the minutes will record the decision as RESOLVED. If not, then the minutes will record the decision as RECOMMENDED and it will then be brought to the attention of the Council for decision when seeking approval and adoption of the Committee's minutes.

3. Membership and Voting

- a. Membership shall comprise of a minimum of two Parish Councillors from each ward. All members have voting rights.
- b. The Chair of the Parish Council is an ex-officio member of the Committee and has voting rights.
- c. All Committee members have one vote each and have the right to abstain. Voting shall be by show of hands. In the case of an equal vote the Chair of the Committee shall have a casting vote.

- d. Membership of the Committee is established at the annual meeting of the Council and can be altered at any time with Parish Council approval.
- e. The Committee may elect a Chairman and Vice-Chairman each year.
- f. If a Member has a personal interest as defined by the Code of Contact adopted by the Parish Council then he/she shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.
- g. The Parish Council may at any time vote during a Council meeting to remove a member of the Committee or dissolve the Committee if just cause is found.

4. Meetings

- a. Three members of the Committee shall constitute a quorum for meetings.
- b. The Group will meet a minimum of four times a year, but additional meetings may be convened if required. The Committee will set the dates of meetings and agendas will be published in line with statutory requirements. A minimum of three clear full working days' notice should be given prior to calling a meeting.
- c. The Press and Public may attend and may be allowed to record meetings in line with the stated policy for full Parish Council meetings. They do not have any right to speak unless directed to do so by the Chair of the Committee. Press and Public will be excluded for any agenda item where confidential or commercially sensitive information is being discussed.
- d. The Chair will set the agenda for the meetings taking into account suggestions from other Committee members and any matters delegated to the Committee by the full Parish Council.

5. Communication with The Parish Council and with Other Committee Members

- a. The Chair will be responsible for reporting the outcome of any meetings of the Committee to the full Parish Council.
- b. The members of the Committee will keep each other informed of any planned activity.

6. Minutes

- a. Minutes to record discussions and decisions taken by the committee will be taken and presented to the Parish Council. Formally approved minutes will be published on the Parish Council website and displayed in notice boards as space permits.

Version History

Date	Version	Summary of changes
5 th May 2021	2	All references to General Purposes and Finance Committee replaced by Finance and General Purposes Committee