

South Brent Parish Council



Finance Committee

Terms of Reference - reviewed and confirmed by the Parish Council on 23.7.18.

The Finance Committee terms of reference will clarify the role in which the committee and members therein are to consider issues and operate as a committee of South Brent Parish Council.

The following terms of reference provide a wide range of subject matters under 'Finance' and shall not be limited to the listed items as this remit may change.

- 1 Committee to comprise a minimum of 6 members, including the Chairman of the Council, who will elect a Chairman and Vice Chairman. Quorum shall be half the Committee.
- 2 The Committee shall work within the Financial Regulations adopted by the Council
- 3 Meetings to occur at least twice a year, excluding the Council's normal summer recess, and subject to any matters that may require attention or discussion.
- 4 Minutes of meetings to be produced and recommendations reported to the Council.
- 5 The Committee will have an overview of all personnel matters, including
 - a Contracts of Employment, Job Descriptions and staff appraisals – as required
 - b Annual review of Salaries
 - c Health & Safety Policy
 - d Office equipment and supplies
 - e Lone Working Policy
 - f Disciplinary Procedure

g Grievance Procedure

h Dignity at work policy

- 6 The Committee shall review the budget not later than the end of November each year to produce a Draft Budget and Precept for recommendation to the Council.
- 7 The Committee shall carry out an internal audit every quarter. Inspecting Minutes, Bank Statements, Cheque Books and Invoices.
- 8 Review insurance cover annually.
- 9 The Committee shall review the Register of Assets following the Annual Parish Council Meeting.
- 10 Review Standing Orders annually.
- 11 Review Financial Regulations annually.
- 12 Review Members' Allowances annually.
- 13 Review the complaints procedure annually.
- 14 Review the Grant Aid Policy annually.
- 15 Review the Risk Register annually.
- 16 Any other matters that are brought to the Committees' attention that may require urgent attention under the above remit.