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chipperfield parish council

FINANCE AND GENERAL PURPOSES (F&GP) WORKING GROUP

TERMS OF REFERENCE

1. Authority

- 1.1. The Finance and General Purposes working group is constituted to monitor all Parish Council income and expenditure.

2. Overall Purpose/Function

- 2.1. The primary objective of the F&GP is to assist the Parish Council in overseeing the proper financial management, financial risks, management strategy, internal and external audit, policy, and treasury transactional matters. This includes the preparation of the annual budget, delegated to it by the Council, and in reviewing and making recommendations on major financial transactions and the annual rate precept to the Full Council.
- 2.2. The F&GP decision-making powers are limited as per Financial Regulations. Items more than this limit must be put to and agreed by full council for resolution.

3. Duties & Responsibilities

- 3.1. The Financial Regulations of Chipperfield Parish Council govern the conduct of all financial transactions of the Council.
- 3.2. The Clerk/Responsible Financial Officer (RFO) is responsible for the proper administration of the Parish Council's financial affairs and is responsible for the maintenance of any documents and records necessary for the effective fulfilment of the Committee's duties as listed above.

4. Membership/Attendance/Quorum

- 4.1. To make any recommendations to go to full council regarding the transaction of business F&GP meetings shall require two councillors and the parish clerk. One of the councillors must be Chair of the F&GP working group or his/her nominee in the event of enforced absence and meetings will normally be held approximately one week prior to the full council meetings.

5. Frequency and Administration of Meetings

- 5.1. Items to be discussed at the meetings are limited to those that are included on the agenda for the meeting. The agenda shall be circulated by e-mail to all F&GP members in advance, giving three clear days' notice, also stating venue, time, and date of the meeting.
- 5.2. The Clerk to the Council shall act as the Secretary of the F&GP. The Clerk shall minute the proceedings and resolutions of all meetings of the F&GP including recording the names of those present and in attendance.
- 5.3. Minutes of F&GP meetings shall be circulated promptly to all members of the F&GP and to the rest of council prior to next council meeting and shall be considered for approval at the next full Parish Council meeting.
- 5.4. At the Annual Meeting of Chipperfield Parish Council, the Chair and membership of the F&GP are reviewed and voted on annually together with these Terms of Reference for the Finance and General Purposes working group.

5.5. At the first meeting of the Finance and General Purposes working group following the Annual Meeting of Chipperfield Parish Council the F&GP will elect the Vice Chair before any other business is conducted.