

## HASLINGTON PARISH COUNCIL

### TERMS OF REFERENCE FOR THE FINANCE COMMITTEE

Membership of the Committee to be agreed at each Annual Meeting of the Parish Council

#### 1. COMMITTEE

The Finance Committee is appointed by and is solely responsible to Haslington Parish Council. The Committee's powers and duties are defined and agreed by the Parish Council who may, at any time, modify them.

The Committee will meet as it deems necessary, but at least every quarter.

#### 2. MEMBERS

Membership will consist of 5 Councillors appointed by the Council at its Annual Meeting. If not appointed to the Committee the Chair and Deputy Chair may be ex-officio members of the Committee.

The Clerk and Responsible Financial Officer may attend all meetings of the Finance Committee.

#### 3. COMMITTEE CHAIR AND DEPUTY CHAIR

The Chair and Deputy Chair are to be elected at the first meeting of the Finance Committee following the Annual Parish Council Meeting each year.

#### 4. QUORUM

The Quorum is 3.

#### 5. UNDERTAKINGS

##### (a) General Responsibilities

- (i) To ensure that the Parish Council's financial operational systems are such that the likelihood of fraud is minimized and transparent enough to ensure that fraud is readily detected and that the Parish Council is fully aware of the need for any change to such systems;
- (ii) To appoint two Members to undertake regular system checks to ensure that systems are being complied with. The reporting of such checks to be reported to the Committee.
- (iii) To annually review and publish the Parish Council's Risk Assessment and ensure it is up to date and adequate;
- (iv) To annually review and publish the Parish Council's Insurance Policy, and to ensure the Parish Council is adequately insured;
- (v) In line with Financial Regulations Paragraph 4, the Finance Committee to have delegated authority, together with the Clerk, to approve expenditure for items over £500, to a maximum of £1,000. Such authority is to be evidenced by a Minute.
- (vi) To produce each year, a financial report to be made available to the Council, residents and the public.

##### (b) Annual Budget Review Meeting

At the annual budget review meeting in November, the Finance Committee to check by sampling, that:

- (i) All anticipated income is received;

- (ii) Expenditure is broadly in line with budgets;
- (iii) Verify/sign bank reconciliations against bank statements have been completed quarterly;
- (iv) VAT is reclaimed for every £100 spent, or at least annually;
- (v) Reviews budget/precept request for the following year and makes recommendation to the Parish Council;
- (vi) Checks the accuracy of PAYE and National Insurance payments to HMRC;
- (vii) Reviews online banking requirements to ensure they are being adhered;
- (viii) Reviews Clerk's rate of pay annually and makes recommendations to the Parish Council;
- (ix) Ensures any financial anomalies are resolved with the Clerk.