



The Beaudesert & Henley-in-Arden

Joint Parish Council

Working for the Benefit of the Residents of Henley-in-Arden

Joseph Hardy House, 150 High Street, Henley-in-Arden, Warwickshire B95 5BS

Telephone: 01564 795499 Website: www.henley-in-arden-pc.gov.uk

Finance Sub-Committee Terms of Reference

1. Constitution

1. The Sub - Committee will comprise Six Members.
2. The quorum of the Sub - Committee shall be Four Members.
3. At the Annual Meeting of Beaudesert & Henley in Arden Joint Parish Council, membership of the Finance Sub – Committee is reviewed and voted on, a Chairman elected and the Terms of Reference for the Finance Sub – Committee reviewed.

2. Function & Responsibilities

The Sub - Committee shall undertake the following roles and functions:

- The primary objective of the Finance Sub - Committee is to oversee the JPC's financial resources and to consider and recommend strategies and actions on the proper financial management, financial risks, management strategy, policy and operational matters concerned with the JPC's finances, property and resources.
- To consider and prepare the annual budgets and recommend the correct precept level to be levied prior to approval by the full Council and submission to Stratford District Council.
- To ensure that adequate financial controls are in place to utilise and protect the JPC's finances and assets, to include appropriate insurances and maintenance of the asset register.
- To review the JPC's Financial Regulations annually and to ensure that the JPC is observing statutory regulations.
- To monitor and comply with laid down internal and external audit arrangements and any other financial procedures, regulations and statutes.
- To recommend the JPC's Annual Accounts to the main Joint Parish Council.
- To monitor income and expenditure against the budgets and the Chairman of the Finance Sub – Committee to produce a written report quarterly to the main JPC.
- The Clerk/Responsible Financial Officer (RFO) is responsible for the proper administration of the JPC's financial affairs and is responsible for the maintenance of any documents and records necessary for the effective fulfilment of the Sub – Committee's duties.

3. Sub Committee Meetings:

- The Chairman and the RFO will call the Finance Sub-Committee meeting and the Sub - Committee shall normally meet every month prior to the main JPC Monthly meeting.
- The Clerk shall minute the proceedings and resolutions of all meetings of the Finance Sub – Committee, including those present and attending the meeting.
- The Clerk/RFO will circulate the draft minutes of the Finance Sub – Committee meeting promptly to all Council members and shall be considered and approved at the next Finance Sub – Committee meeting.
- The Finance Sub – Committee allows members of the public to address the meeting about items on the agenda. However, in accordance with the JPC's Standing Orders, members of the public may be excluded if there is confidential business about to be transacted.

4. Application of Beaudesert & Henley in Arden Joint Parish Council Standing Orders and the Code of Conduct:

- a. The Sub Committee is required to meet in public,

- b. the statutory notice of three working days for publication of the agenda shall be given.
- c. The JPC's Financial Regulations are applicable.
- d. The Code of Conduct applies to all members of the Finance Sub - Committee.
- e. Any member of the JPC may require that any matter dealt with, or intended to be dealt with, by the JPC Finance Sub – Committee may be referred to the full JPC to be dealt with, without giving a reason.

5. Notification of meetings:

- All Members of the Joint Parish Council are to be informed of any meetings of the finance sub-committee and are permitted to attend, speak and vote.
- The Clerk to the JPC will prepare the agenda in conjunction with the Chairman and the agenda circulated by e-mail to all Council members in advance, giving three clear days' notice, stating the venue, time and date of the meeting.

These terms were approved at the Council meeting held on 17th June 2019

Signed (Chairman)