



Beaundesert & Henley in Arden
Joint Parish Council

Finance Committee Terms of Reference

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Author	Parish Clerk
Created	
Adopted	
Review	

Finance Committee Terms of Reference

1. Objective:

Beaudesert & Henley in Arden Joint Parish Council [BHJPC] The Finance Committee is a Standing Committee of the BHJPC. The Finance Committee is constituted to consider and respond to the Council in respect at all matters financial, as described in 3. Following.

2. Membership:

The Committee shall consist of a maximum of **four** Council members, including the Chair of the Committee [Quorum – **three** members] elected annually and, if thought appropriate, will be supported by an advisory, ex-officio person, thought to be essential for the deliberation of planning matters.

3. Areas of Responsibility

To work with the RFO in the management of the Council's financial resources and to consider and recommend strategy and action on policy and operational matters concerned with Council's finances, property, and resources. The Finance Committee will have the following specific duties:

a) To consider committee budgets and recommend precepts and submit them to the Main Council for approval.

b) To ensure adequate financial controls are in place to utilise and protect the Council's finances and assets – to include insurance of buildings and property and maintenance of asset register.

c) To review and amend the Council's Financial Regulations annually and to ensure that the Council is observing the regulations

d) To monitor and effect compliance with laid down internal and external audit and other financial procedures, regulations, and statutes.

e) To monitor the Council's financial risk assessments and recommend changes where necessary.

f) To consider and approve other Committees' budget and annual precept levels before submitting precept for approval.

g) To recommend the annual accounts to the Council

h) To monitor income and expenditure against the committee budgets and set out annually

i) To allocate funding to working groups if required All powers shall be exercised in accordance with any Standing Orders, policy adopted, or directions given by the BHJPC.

4. Meetings:

May be arranged to either be part of Ordinary Parish Meetings or, where necessary and appropriate, separate sessions publicised no less than 3 clear days before they are convened. The Parish Clerk or the Chair of the Planning Committee may call additional Planning Committee meetings as and when necessary to ensure that all Planning Applications received can be discussed and replied to within the timescale. The Planning Committee has an obligation to ensure that any comments received, prior to the meeting, from any relevant

parties, applicants, and objectors, for planning applications (not including enforcement notices) are considered at the meeting. Minutes of all meetings will be recorded by the Parish Clerk or by any member nominated at the meeting and circulated at the Full Council meetings. All planning applications, the responses and eventual results shall be noted in the minutes of Full Council.

1. Review:

These terms of reference are to be reviewed annually.

End of Terms of Reference.