

# FINANCE & GENERAL PURPOSES COMMITTEE

## Terms of Reference

### Purpose

The committee ensures that the council's finances are managed responsibly and transparently. It reviews financial statements, monitors budget performance, and ensures compliance with financial regulations and policies.

### Responsibilities

- Recommending the budget and annual precept to the Council.
- Recommending to the Council the salaries and allowances paid to employees.
- Determining the allowances paid to Members under the Parish Basic Allowance scheme.
- Determining the Chairman's allowance.
- All matters relating to the land and premises owned by the Council including the setting of charges and terms and conditions of use.
- Risk assessments and insurance of the Council's property and activities.
- Management of the Council's asset register.
- Determining the Council's systems of internal control and internal audit, including the appointment of the internal auditor.

### Delegation

The delegated authority of this Committee encompasses the preparation, review, and recommendation of the annual budget, as well as the consideration of the precept and the Annual Governance and Accountability Return (AGAR). It diligently monitors ongoing financial performance against the budget, making recommendations for adjustments as necessary to ensure fiscal responsibility and alignment with financial goals.

### Oversees full Budget for 2024-25

£1,788,040.00

### Membership

|            |                    |  |
|------------|--------------------|--|
| Chair      | Sheila Withams     | Member   |
| Vice-Chair | John Parker        | Member   |
|            | Ray Dykstra        | Member   |
|            | David England      | Member   |
|            | Dan Fabb           | Member   |
|            | Lara Gifford       | Member   |
|            | Jon Land           | Member   |
|            | Philip Potts       | Member   |
|            | Claire Sproats     | Member   |
|            | Geoff Willis       | Member   |
|            | Angela Wyatt       | Member   |
| Staff      | Julie Drummond     | Senior Clerk & Responsible Finance Officer for WPC |
|            | Emmeline Coverdale | Clerk  |

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|  |                |                  |
|--|----------------|------------------|
|  | Iwonne Hansell | Internal Auditor |
|--|----------------|------------------|

Member definition – ‘Member’ must be a serving member of the Parish Council  
Membership is reviewed at Warboys Parish Council Annual General Meeting in May.

### **Quorate**

Four members must be present to form a quorum.

### **Aims**

To:

- Maintain rigorous oversight of the council’s financial activities to ensure transparency, accountability, and adherence to financial regulations and policies.
- Develop, review, recommend the annual budget and precept setting.
- Oversee internal and external audits, address audit findings, and implement robust risk management practices to mitigate financial risks and safeguard the council’s assets.

### **Frequency**

Meetings are scheduled quarterly; March, June, September & December

### **Recording of decisions**

Decisions will be recorded by the Clerk / Assistant Clerk, stored electronically.

### **Reporting of project progress**

Members to be nominated to report meeting decisions to 1<sup>st</sup> full council following any meeting of the committee.

### **Agenda Circulation**

Agenda to be circulated 6 days before the scheduled meeting and posted on the Parish Notice Boards.

### **Confidentiality**

Members of this committee are expected to keep Council matters confidential as per standing order; 11 (d) Councillors, staff, the Council’s contractors, and agents shall not disclose confidential information or personal data without legal justification.

### **Code of Conduct**

*(as per the Council’s approved policy)*

# FINANCE & GENERAL PURPOSES COMMITTEE

## Terms of Reference

Signatories attached:

| I agree to unite and participate to fulfil the purpose of the Finance & General Purposes Committee and adhere to its Terms of Reference, dated: 24/06/2024 |             |
|--|-------------|
| Name   | Role        |
|  | Chair       |
|  | Vice- Chair |
|  | Member      |
|  | Member      |
|  | Member      |
|  | Member      |
|  | Member      |
|  | Member      |
|  | Member      |
|  | Member      |
|  | Member      |
|  | Member      |
|  | Member      |

There will be no tolerance for abuse, the use of derogatory remarks, personal insults, threats or any form of discrimination.