

Milton Parish Council

Finance & Administration Committee

Terms of Reference

Membership

- Membership of the Committee is a maximum of seven councillors (including Ex Officio) so there remains a pool of 5 other councillors from whom 3 can be selected for any employment appeal hearing
- Membership of the Committee shall be determined at the Annual Meeting of the Council
- The Committee shall appoint a Chairman by election from members of the Committee at the first meeting following the AGM

Quorum

The quorum necessary for the transaction of any business shall be **three**. If the number of Councillors who are members of the Committee (not including those debarred by reason of a declared interest) falls below the required quorum then the meeting shall be adjourned **or if continued no decision can be made**. Business not transacted shall be transacted at either the next full Council meeting or at the next meeting of the Committee or on such a day as the Chairman may fix.

Committee

- **The Committee hereinafter constituted shall direct the policy and general management of the affairs of the committee.**
- **The Committee may invite persons to meet with the Committee in an advisory capacity.**
- **Minutes shall be kept and shall enter therein a record of all proceedings and resolutions of the Committee.**
- **Should there be a case of equality in the votes, the Chair or appointed person will have the casting vote.**

Frequency of Meeting

The Committee shall normally meet quarterly.

Notice of Meeting

The Clerk will call a meeting of the Committee at such time as agreed by the Committee or the Committee Chairman and publish the agenda following standard Council practice.

Minutes of the Meeting

Every meeting of the Committee shall be minuted and the minutes agreed by the Committee at its next meeting. The minutes shall then be published according to standard Council practice. Draft minutes may be published with the agreement of the Committee, so long as it is clearly indicated that they are draft and could be subject to change at a later date.

Area of Responsibility

The Finance & Administration Committee has the delegated authority to:

- Review internal audit reports (which must be reviewed by full council as well)
- Monitor budget against actual spending
- Make recommendations to council about expenditure
- Recommend level of precept (January meeting)
- Review risk assessments
- Review all insurance (annually)
- Review the financial regulations of the Council
- Review Financial policies and recommend any revised policies for adoption by full council

Delegation of Powers

The Committee may spend up to its agreed delegated budget without recourse to Full Council on items or cost categories that have been budgeted. Virement can be made between cost categories if necessary. Any items that have not been budgeted for must be referred to full Council as soon as possible.

Clerks Delegation of Powers

The Clerk may spend on any matter deemed as an emergency, up to £1,000 under specified budget headings in any one reporting period in addition to the Emergency Action Plan Policy

Document History			
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Reviewed by Clerk			
Draft to Council	4 Feb 2019	11	2
Council Approved			
Next Review	Feb 2020 or changes in legislation		