



# Winterbourne

## PARISH COUNCIL

### **FINANCE AND GENERAL PURPOSES COMMITTEE TERMS OF REFERENCE**

The Finance and General Purpose Committee is a constituted committee of Winterbourne Parish Council.

The role of the Finance and General Purposes (F&GP) Committee is to assist the Parish Council in the proper financial management of the Council.

The Council's Standing Orders and Code of Conduct shall apply to this Committee and its members.

#### **Meeting**

- The Committee shall consist of 8 members. The Chairman and Vice Chairman of the Council are ex-officio members of the Committee and have full voting rights. A quorum will consist of 4 members.
- Membership shall be agreed and approved by annually at the Annual Parish Meeting. In case of an equal vote the Chair of the Committee shall have a second or casting vote.
- The Chairman and Vice Charman of the Committee will be elected by the Committee at their first meeting after the Annual Council Meeting each year.
- The Committee will meet monthly.
- Terms of Reference of the F&GP Committee shall be reviewed annually.
- Minutes of the Committee will be circulated to all members of the Council and signed by the Chairman of the F&GP Committee at its next meeting. They will be noted in the next Council meeting.

#### **Delegated Areas of Responsibility**

The Committee has delegated authority from Winterbourne Parish Council.

- To monitor and update the Financial Regulations of the Council.
- To monitor the management of the finances of the Council.

- To monitor the income and expenditure of the Council.
- All members of the Committee will share the responsibility of approving payments to be made each month by bank transfer or cheque.
- To coordinate the budget of the Council and recommend it to full Council together with the annual precept to be levied.
- To monitor and make recommendations to Council regarding the Earmarked Reserves.
- To be made aware of any bad debts and consider write off.
- To monitor and consider the investment of funds being held by the Parish Council.
- To monitor and review the Council's annual insurance policy.
- To consider any grant requests and recommend to Council . Also to periodically review the procedure for making grants.
- To monitor the management and maintenance of the Greenfield Centre and all other Parish Council assets.
- To annually review hire charges for the Greenfield Centre.
- To review the rent payable by the Early Years Nursery and Greenfield Club when their leases are due for renewal, currently every 5 years.
- To determine matters regarding recreation, leisure and sport.
- To determine recommendations from the Climate and Nature Committee.
- To determine any required virements.
- The Committee shall have a remit to commit/spend up to £3,000 of expenditure, with the exception of grant payments. Any amount over that value will be reported to the Full Parish Council meeting for approval.
- Only Committee members may vote on agenda items. If unable to attend, a member may appoint any other member of the Council who is not a member of the Committee as their substitute. Full details of the substitution process are in the Parish Council's Standing Orders.
- Councillors who are not members of the Committee may speak with the permission of the Chair, but shall not be entitled to vote.

## Admission of Public and Press

The Public and Press shall be admitted to all meetings. If required they may temporarily be excluded by means of a resolution as follows: In accordance with s1(2) of the Public Bodies (Admission to Meeting) Act 1960 'due to the consideration of items of a confidential nature and where disclosure of information may lead to identification of individuals and therefore breach the first data protection principal' (fair, transparent and lawful processing): in such cases s40 (2) of the FOI Act 2000 would apply.

Agreed by Council: 06.11.2023  
To be reviewed: 01.05.2023