

STILTON PARISH COUNCIL

Finance, General Purposes and Communications Committee

Terms of Reference

(Revised 14th January 2020)

1. The Committee shall be a standing committee of the Parish Council. It shall support the Parish Council, its officers and its members on all matters relating to financial, economic policies. It shall deal with any issues that may affect the financial and economic well being of the Parish and its facilities. It will also deal with matters related to the Parish Council's communications.

2. Powers and responsibilities. The Committee shall, in close collaboration with the Clerk/RFO:

- a) Advise the Council as to its financial and economic policies and its allocation and control of financial resources;
- b) Annually review fees and charges and make any recommendations to Council as part of the budget setting process;
- c) Consider all committee annual budgets and the precept requirements and prepare the Parish Council's annual budget for approval at the Council's annual meeting;
- d) Regularly monitor reports of income and expenditure against the approved budget and alert Council to significant change to budget expectations;
- e) Receive and review both internal and external audit reports and arrange for implementation of any recommendations;
- f) Consider applications for grants and make recommendations to Council;
- g) Undertake regular reviews of the Council's Financial Regulations;
- h) Review and develop the Council's communication strategy in keeping with a Communications Policy and the needs of Council;
- i) Produce each year an annual report to be made available to residents and the public.

3. The Chair. The Committee shall be chaired by a councillor who is elected by the Committee. Another councillor may be elected as a Temporary Chair from those councillors present in the event of the Chair not being present at any meeting.

4. Membership. The Committee shall comprise of five councillors of the Parish Council. The Clerk shall act as secretary to the Committee.

5. Number of Meetings. The committee shall meet a minimum of four times per year. Additional meetings may be called as required by Clerk in consultation with the Chair. The Parish Council Standing Orders and Financial Regulations apply to all Parish Council Committees and Sub-Committees.

6. Meeting Protocol:

All meetings shall be called and serviced by the Clerk in accordance with Parish Council Standing Orders and Financial Regulations; The Clerk shall provide guidance to the Committee on relevant regulations, procedures and reporting;

- a) A quorum for Committee meetings shall be three Members;
- b) In accordance with Standing Orders, meetings of the Committee are open to members of the public. However, such members of the public cannot speak at meetings unless given permission to do so;
- c) The Chair of the Committee shall provide a report to each full Parish Council meeting;
- d) Any urgent matters shall be reported promptly to the Clerk/RFO who will take action on behalf of the Council as required; and,
- e) The Committee shall be a standing committee, however, the effectiveness of the committee structure will be assessed annually at the May meeting to ensure the effectiveness of the structure and the reporting process.