

**Heddon on the Wall Parish Council**  
**Finance, Premises and Strategic Planning Committee**

**Terms of Reference**

**8<sup>th</sup> June 2022**

Next Review: May 2023

**Purpose of the committee**

The committee will manage the finances, premises and strategic planning of the Parish Council and ensure all legally required policies, procedures, plans and governance arrangements are in place, up-to-date and complied with.

**Membership & Quorum**

The committee shall consist of a minimum of five Members of the Parish Council. The membership will be agreed at the Annual Parish Council meeting held in May each year, where the Chair of the Committee will also be appointed. At its first meeting after the annual meeting the committee will appoint a Vice-Chair who will chair the meetings in the absence of the Chair. The Chair and Vice-Chair of the Parish Council will be ex-officio members of the committee and will have full voting rights if in attendance.

A minimum number of three Committee members are required to form a quorum for decision making purposes.

Any changes to the membership of the committee during the year will be ratified by a vote of the committee. All members shall comply with the Code of Conduct and the Councils Standing Orders.

**Aims and Objectives**

The role of the Committee is to consider and approve issues relating to:

- The administration of the Council's financial affairs
- Fixed assets / asset management, including Council land, buildings and facilities
- The selection and appointment of External Auditors
- The monitoring of internal and external audits to ensure any recommendations made are reviewed and changes made where appropriate
- The monitoring and effectiveness of Internal Controls to ensure they are followed and complied with
- Virements between revenue budgets
- Charges or fees associated with Council facilities
- Maintenance and upkeep of Council land, premises and facilities
- Tendering, contract and purchasing arrangements in line with Council Financial Regulations, Standing Orders and use of the Tendering website
- Receipts of Committee proposals for inclusion in the forthcoming annual budget

- Strategic Planning and budget monitoring for current and future projects either in year or next 2-5 years. Strategic plans will be reviewed at least annually with progress being reported at the Annual Parish Council Meeting
- Awards of grants to local organisations under £350
- Ensuring the Council's Financial policies and procedures comply with current legislation and recommended practices and making recommendations to Council for any changes

The Committee will consider and make recommendations to the full Council on:

- Draft of the annual budget and precept amount in time for approval at the full Council meeting in January as per Council Financial Regulations
- Awards of grants to local organisations over £349
- Any financial borrowing or loans
- Any use of financial reserves
- Set up of working groups to progress individual projects, for example Selman Park
- Any review or amendments of Financial Regulations, Standing Orders or Terms of Reference relevant to this Committee

### **Meeting Arrangements**

The schedule of meetings of the committee will be determined each year at the Annual Parish Council meeting. Scheduled meetings will fall in line with the financial calendar (quarterly reports, year-end and precept setting).

The agenda for meetings is determined by the Clerk following a discussion with the Chair of the Committee and will be circulated to the Members three clear working days in advance of the meeting. The minutes of the meeting will be recorded by the Clerk and once approved and signed by the Chair will form part of the Parish Council's statutory records. Requests from Councillors for items to be included on the agenda will be considered in line with the Council's Standing Orders

### **Annual Report**

The committee will produce an annual report outlining the work that has been ongoing over the previous year and plans for the future to be presented at the Annual Parish Meeting.

### **Reporting and Accountability**

The group will be a Committee of the Council and as such will refer any matters to the Council that are deemed significant enough to require full Council consideration or approval.

### **Review Arrangements**

The Committee will be a standing Committee of the Parish Council. The appointment of the Committee will be considered at the annual Council meeting who may decide to alter or dissolve the Committee as required.

**Approved by Parish Council: 08/06/2022**

**Review Date: 10/05/2023**