



# ECCLESFIELD PARISH COUNCIL

*Serving the Community since 1894*

## **FINANCE AND PREMISES COMMITTEE TERMS OF REFERENCE**

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#### **Membership:**

Six members of the Council . Chairman and Vice Chairman.

#### **Purpose of the Committee:**

The Finance and Premises Committee will oversee the administration of all matters relating to Council Finance, Audit and compliance with legislation.

#### **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
- Internal controls including review of effectiveness of internal audit and internal controls
- Virements between revenue budgets
- Charges or fees associated with Council facilities
- Tendering, contract and purchasing arrangements in line with Council Financial Regulations
- Receipts of Committee proposals for inclusion in the forthcoming annual budget
- Authorisation for payment of Council invoices

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
  
- Any review or amendments of Financial Regulations, Standing Orders or Terms of Reference relevant to this Committee
- Any financial borrowing or loans
- Any use of financial reserves
- Proposals for inclusion in the capital works programme

## **Meeting arrangements and frequency**

Meetings to be held monthly

Meetings to commence at 6.30pm

Meetings to be convened by the Proper Officer

## **Quorum**

A minimum number of three Committee members are required for decision-making purposes.

## **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 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 Council: 09.01.20**

**Review Date: June 2022**