



ECCLESFIELD PARISH COUNCIL

Serving the Community since 1894

FINANCE AND PREMISES COMMITTEE

TERMS OF REFERENCE

Membership:

At least six members of the Council – including Chairman and Vice Chairman of the Council.

The Chairman of the Committee will be elected annually at the Annual Council meeting of Ecclesfield Parish Council.

The Vice-Chairman will be elected annually by the Finance and Premises Committee at the first meeting after the Annual Council meeting of Ecclesfield Parish Council and shall hold office until the next Annual Council meeting.

Purpose of the Committee:

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

Aims and Objectives:

The role of the Committee is to consider, **recommend or approve issues** relating to:

- The administration of the Council's financial affairs
- Fixed assets/asset management, including Council land and buildings
- 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
- Awards of grants to local organisations under £350

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 **£351**.
- 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 **7.00pm**

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: XX.XX.21

Review Date: XX.XX.21