



# BURTON GREEN PARISH COUNCIL

## FINANCE & GENERAL PURPOSES COMMITTEE

### TERMS OF REFERENCE



The Finance & General Purposes Committee is appointed by and is solely responsible to Burton Green Parish Council (the Council). The Committee's duties are defined and agreed by the Council who may vote at any time to modify the Committee's powers. Nothing in these terms of reference shall prevent the Council from dealing with a matter that might otherwise be dealt with by this Committee.

#### MEMBERSHIP

All members of the Committee shall be members of the Council, and the members of the Committee will be determined annually at the Annual Meeting. At its first meeting of the Council year the Committee shall elect a Chairman and may also elect a Vice Chairman if it so wishes.

The Committee shall consist of no fewer than **four** members and the quorum at meetings will consist of no fewer than **three** members. The Committee has the power to co-opt other parish councillors as and when necessary. Any member of Council may attend meetings; they may speak in public participation sessions but may not participate or vote if not an appointed member of the Committee.

#### MEETINGS

The Committee will meet on a monthly basis (excluding August and December), usually prior to a meeting of the Full Council. All meetings will be held in a public place with members of the public and press invited to attend. The Agenda for the meeting will be posted on the Council's website, and the notice boards a minimum of three full days before the meeting, not including the day of the meeting or public holidays.

All meetings will include a Public Participation session; issues raised during this session are limited to those items listed on the agenda of the meeting. Individual contributions will normally be limited to three minutes; any longer presentation or requests to speak at any other time during the meeting will be at the sole discretion of the Chairman.

#### RECORD OF PROCEEDINGS

Written minutes will be taken to record the Committee's decisions and will be circulated at the next Full Council meeting.

The minutes will be published on the Council's website and will also be available by request from the Clerk. The Clerk will be responsible for arranging the recording and distribution of the minutes.



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#### RESPONSIBILITIES

The Committee is responsible for overseeing the proper financial management, financial risks, management strategy, internal and external audit, policy and treasury transactional matters of Burton Green Parish Council

The Committee will operate within Burton Green's Parish Council's Standing Orders, Financial Regulations and Code of Conduct.

The Committee has **delegated powers** to make decisions on behalf of the Council in the following matters:

- Any matters relating to management of the Council's financial affairs
- Any matters relating to the safe custody, upkeep and improvement of all assets in the ownership of the Council.

The Committee is **not permitted** to approve the following:

- the annual Precept demand
- any amount to be borrowed
- Sections 1 and 2 and the Certificate of Exemption (if applicable) of the Annual Governance and Accountability Return

The Committee's responsibilities will include:

- To monitor the administration and review of the Council's day to day financial matters including purchases, insurance matters, VAT, grant applications, minor works, reserves management, health and safety requirements and employment costs.
- To manage the Council's banking arrangements and ensure that general and earmarked reserves are managed in accordance with the Council's Financial Reserves Policy.
- To manage investments (if any) to ensure a competitive level of return at a minimal level of risk and to make recommendations, as required, to the Main Council.
- To monitor all budgets vs expenditure on a regular basis, and to propose budget revisions where necessary
- To manage and maintain all Council assets and to purchase assets (e.g. street furniture) when deemed appropriate
- To receive reports from the Internal Controls Councillor
- To establish and recommend to the Parish Council the annual Budget for Expenditure and Precept Demand.



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- To ensure adequate financial controls are in place to protect the Council's finances and assets, in accordance with the Council's Financial Regulations.
- The management of all internal audit arrangements, including the appointment of the Internal Auditor. To review both Internal and External Audit Reports and arrange for implementation of any recommendations.
- To arrange and monitor contracts for services within budget. e.g. grounds maintenance, minor repairs etc.
- In line with Financial Regulations, the Committee shall have a remit to commit/spend up to £1000 of un-budgeted expenditure. Any amount over that value will be reported to the Full Parish Council meeting for their approval
- In line with Financial Regulations, the Committee may authorise individual purchases within an agreed budget for any items between £2000 and £5000. Such authorisation must be supported by a minute (in the case of Council or committee decisions) or other auditable evidence trail.
- To monitor the Council's System of Internal Control and Risk Assessments and to recommend changes where necessary.
- To review the Council's Financial Regulations / Standing Orders and Council policies as required (all amendments to be approved by Council).
- To manage any issues referred to the Committee by the RFO and any other matter that has been delegated to it by the Council from time to time.

The Committee may refer specific matters to the Council for a final decision if it so wishes.

Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on .

These Terms of Reference will be reviewed by the Full Council on an annual basis.

Signed (Chair):                    Cllr McColl  
Date:                                    19<sup>th</sup> January 2026  
Date for next review:        January 2027