

NORMANBY BY SPITAL PARISH COUNCIL

Finance and Audit Committee Terms of Reference

November 2022

Policy adopted at the meeting on 07/11/2022

Signed on behalf of the Council Gavin Widdison

Review date as required

The Finance and Audit Committee is a standing committee of Normanby by Spital Parish Council. Meetings: Two ordinary meetings of this committee will be scheduled annually at the Annual Council Meeting to prepare for Precept budgeting and Annual Audit. Additional meetings may be called by the Chairman of the Committee in consultation with the RFO as and when deemed necessary, subject to 5 working days' notice.

The committee will also be responsible for reviewing policies that ensure the legally compliant and smooth running of the council.

Membership:

Three Councillors will be appointed annually at the Annual Council Meeting. If a councillor resigns from the Committee/Council during the year a new councillor will be appointed at the next appropriate Full Council meeting. The quorum of the Committee shall be three Members. In the event that a member of the committee is unable to attend a meeting, they may source and nominate a substitute attendee, for that meeting only, from the membership of the council. This is subject to written notification of the substitution having been received by the Parish Clerk at least two working days prior to the meeting. A duly nominated substitute will have full voting rights

Chairman:

The Chairman of the Committee will be elected annually by the Full Council at the Annual Council Meeting.

Terms of Reference:

Full Council will review these Terms of Reference each year at the Annual Council Meeting and when necessary, make any changes.

Voting:

Only appointed committee members may vote and participate at a meeting. In the case of an equal vote the Chairman of that meeting shall have a second or casting vote.

Appointment of Working groups:

The Committee may as it feels fit appoint working parties made up of no less than 2 members of the committee, to undertake work relating to any of its duties or responsibilities and report back to the Committee, the Committee will determine the terms of reference for the working group.

Admission of the Public, Press and Non-Member Councillors:

The Public and Press will be admitted to all meetings of the Committee in line with the Council's Standing Orders. However, there will be no public participation session and Non-member councillors/ members of the public/press may not speak unless invited to do so by the Chairman of the committee. If required, the Committee will have the right to pass a resolution to exclude the press and public in accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 where the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item. Where the press and public are likely to be excluded from the meeting this will be advertised on the Committee's agenda.

Minutes of Meetings:

The minutes of the meetings will be approved at the next meeting of the Committee, if the committee does not meet before the next Full Council meeting the draft minutes will be presented at the Full Council meeting to note and to resolve approval or otherwise of any recommendations of the committee.

Staffing:

Administration of the committee rests with the Clerk & RFO (or a duly appointed person in their absence).

Responsibilities:

The Committee will make recommendations to full Council regarding the management of the Council's financial affairs in accordance with legislative requirements, regulations, and guidelines.

It will Review the below and make recommendations to Council based on those reviews:

- Council's banking arrangements,
- Council's accounting practices and systems.
- Council's Budget (Recommendation to Council in January of budget and precept request to allow council to determine precept levels)
- Forward planning and the provision of earmarked reserves.
- Council insurance, to ensure Council is adequately insured (reviewed annually)
- Financial Regulations, to be reviewed annually ensuring they are observed and make appropriate recommendations on updates to Full Council.
- Standing Orders, to be reviewed annually ensuring they are observed and make appropriate recommendations on updates to Full Council.
- Internal and External Audit Reports (although in accordance with s11 of the Audit Commission Act 1198 Auditor reports will be issued in full-to-Full Council for consideration prior to receiving any recommendations from the committee).
- All legal matters pertaining to, insurance claims, loans, insurance cover and debt recovery.

Delegated Powers:

The committee has full delegated powers for the below matters:

- To receive quarterly the financial reports from the RFO as set out in the Financial Regulations and standing orders on behalf of the Council and to make any recommendations to council based on those reports.
- To receive budget recommendations / requests from other Council committees which will be used to inform budget recommendations made to Full Council.
- To resolve the acceptance of policies with the exception of Standing Orders, Financial Regulations and Policies pertaining to Joint arrangements with Owmbly by Spital Parish Council.

Note: In accordance with the Local Government Act 1972 (s101) any arrangements made by Full Council for the discharge of functions does not prevent Full Council from exercising those functions when required.