



Batheaston Parish Council

FINANCE COMMITTEE
TERMS OF REFERENCE

1. The Finance Committee ("Committee") is constituted to assist the Batheaston Parish Council ("Full Council") in running an efficient and effective organisation.
2. Specifically, the Committee shall have responsibility and delegated powers:
 - To monitor income and expenditure against the budget and examine monthly budget analysis reports, bank payment reports, bank statements and quarterly bank reconciliations administered by the Clerk who is appointed as the council's Responsible Financial Officer;
 - To review, advise and make recommendations to Full Council for any expenditure, including grants.
 - To make recommendations to Full Council for any projects related to participatory budgeting;
 - To examine, recommend and propose annual budget changes to Full Council for resolution;
 - Be responsible for the review of risk management, internal control and insurance;
 - Be responsible for the provision, maintenance and insurance of all council-owned or managed assets;
 - To oversee all legal matters pertaining to leases, mortgage, insurance claims, easements, tenancies, contracts, loans, insurance cover, damage to property, vehicle insurance specification of work and debt recovery and make recommendations to Full Council;
 - To set and manage staffing structures, staffing levels, job descriptions, person specifications, staff appraisals, salary and term conditions, recruitment, contracts of employment, training, qualifications, health and safety aspects and other conditions of service of all employees;
 - To undertake an annual review of council's Standing Orders and Financial Regulations and submit to Full Council for resolution;
 - To draft, review, monitor and implement all council policies subject to resolution by Full Council, in particular pertaining to its statutory responsibilities and public accountability;
 - To consider and report to Full Council on matters of complaints against Clerk;
 - To consider any other matters delegated to the Committee by Full Council and facilitate working/advisory groups as appropriate.
3. The Committee shall comprise at least four members of Full Council, to be confirmed every year at the Annual Parish Council meeting and approved at the next Council meeting. The Chairman of the Batheaston Parish Council shall be an ex-officio member. Full Council shall appoint the Chairman of the Committee.
4. The quorum for conduct of business shall be three, one of whom must be the Chair of the Committee or her/his nominee in the event of absence.
5. The agenda will be set by the Clerk. Items for the agenda must be sent to the Clerk one week prior to publication and the Clerk has the right to refuse an item if it is not within the remit of this Committee. The agenda will be made public at least three clear days before the meeting.
6. The Committee shall meet at least monthly and meetings shall be open to the public unless their presence is prejudicial to the public interest. The decision to exclude the public from part or all of a meeting shall include its reasons.
7. Meetings of the Committee shall be minuted and all resolutions shall be recorded by the Clerk and reported to Full Council at the next council meeting.



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8. The Clerk shall be responsible for the maintenance of any documents and records necessary for the effective fulfilment of the Committee's duties. All correspondence with residents and B&NES should be conducted through the Clerk, so far as practicable.
9. The Committee may establish time-limited advisory sub-committees or working groups for a defined purpose in support of its work and for no longer than one year. Membership of the sub-committee may include non-councillors with expertise in matters under consideration and such persons will be non-voting.
10. The Committee shall report any significant concerns, irregularities or shortcomings arising in the fulfilment of the Committee's duties to Full Council without undue delay.
11. The Committee's terms of reference and delegated powers are reviewed annually at the Annual Council meeting and may be amended, varied or modified after consultation and agreement by Full Council.

Last reviewed and agreed by Full Council: 23rd March 2021

Next review date: Annual Council meeting 2021