

TERMS OF REFERENCE FOR OFFICE AND FINANCE COMMITTEE

Membership

- The Chairman
- 4 appointed Members of the Parish Council
- A quorum of the Committee shall be three members

The appointment of Committee Members will be considered at each Annual Statutory meeting.

The first item of business following the Annual Statutory Meeting held in May will be the appointment of the Chairman.

Meetings

The Office and Finance Committee will meet on a quarterly basis, the timing of which will cover the busier more extensive times of the financial year, these will include, budget, precept, end of year and audits. It will hold a budget meeting prior to the November meeting of Council to consider and make recommendations to Council on the following year's budget. The Office and Finance Committee may hold extra meetings to consider policy, staffing and other financial matters which may impact the Council.

1. To review the financial affairs of Council and ensure that the accounting records are kept up to date. At every meeting, the Committee shall receive and scrutinise a report detailing actual and budgeted expenditure and income for all budget headings. The Committee will also receive a report detailing the Council's cash and bank balances together with a bank reconciliation of the current account. In addition, every quarter the Committee will receive copies of the VAT return.
2. To review Accounts to be confirmed for payment and to make recommendations to Council.
3. To decide grant applications, Community Infrastructure Levy applications, tenders, quotations, financial correspondence up to a £5,000.00 limit without full Council approval.
4. To consider and to recommend to Council any grants to be applied for.
5. In consultation with the Clerk to review office equipment and procedures from time to time and to make recommendations to Council.
6. To consider any matters referred to them by Council.
7. To consider any proposal for unbudgeted expenditure and to make recommendations to Council, particularly as to how such expenditure is to be funded.

8. To consider the Council budget each year and make recommendations to Council on the budget and the precept level. To consider and review risks and the Parish Council Risk Assessment on an annual basis.
9. To make recommendations to submit to Council.
10. To approve Office and Finance Committee Meeting minutes to be forwarded to Full Council.

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| Next Review Due: | May 2027 |
| Reviewed – no changes: | 5th May 2026 |
| Reviewed – no changes: | 6th May 2025 |
| Reviewed - no changes: | 7th May 2024 |
| Amended: | 14th November 2023 |
| Adopted at Annual Statutory Meeting: | 9th May 2023 |