

# HALSTEAD PARISH COUNCIL

## FINANCE COMMITTEE TERMS OF REFERENCE

### **Composition of Committee**

The Finance Committee shall consist of the following core members :

- Chairman of the Highways Committee, Planning Committee and Amenities Committee or their nominated representatives;
- The Clerk shall be present on the Committee as Responsible Financial Officer
- The Committee shall co-opt the Chairman of any Committee where financial matters are involved for the duration of the project.

### **Quorum**

- Shall be three members;

### **Meetings**

- The Finance Committee shall at its first meeting settle a programme of meetings for the year. It shall have the right to call additional meetings if a situation arises that necessitates this;

### **Function**

- To undertake on behalf of the parish Council the overseeing of financial matters and report to the full Parish Council meeting;
- To assist and advise, as appropriate, the Responsible Financial Officer to the Parish Council in the preparation of the annual accounts, monitoring and ensuring that the expenditure meets the targets agreed in the approved Halstead parish Council Precept;

The Terms of Reference of the Financial Committee shall be reconsidered each year on the annual appointment of the Finance Committee at the statutory Parish Council meeting.

Under no circumstances shall any Parish Councillor indicate that expenditure is possible without first obtaining the agreement of the Finance Committee.

The general control of expenditure shall be stated in paragraphs/sub-paragraphs of the Halstead Parish Council Standing Orders 54 and 77.

The Finance Committee shall have the authority to seek further advice where a need arises; if this may involve costs, then the Parish Council Standing Orders shall be abided by.

**July 2005**