West Horsley
Parish Council

TERMS OF REFERENCE FOR FINANCE COMMITTEE

1. **Committee**
The Finance Committee is constituted as a Committee of West Horsley Parish Council.

2. **Members**
The Clerk, as Responsible Financial Officer, and five Parish Councillors appointed annually at the Annual Statutory Meeting as voting Members, to include the Chairman of the Council.

The quorum of the Committee shall be three Members.

3. **Voting**
Only Members may vote at a meeting. In case of an equal vote the Chairman of the Committee shall have a second or casting vote.

4. **Interests**
If a Member has an interest as defined by the Code of Conduct adopted by the Parish Council then he/she shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required. If the interest is pecuniary, he/she must withdraw from the room during consideration of the agenda item to which the interest relates.

5. **Chairman**
The Chairman of the Committee is to be elected annually by the Council at their Annual Meeting.

6. **Meetings**
The committee will meet as required, with a minimum notice period of five working days.

7. **Terms of Reference**
To be reviewed at the first meeting of the Committee after the Annual Meeting of the Council, or when necessary and appropriate recommendations made to Full Council.

8. **Responsibilities**
Overall responsibility for the management of the Council's financial affairs in accordance with legislative requirements, regulations and guidelines. These will include:
   - i. Opening and closing of bank accounts and the transfer of funds between accounts
   - ii. Ensuring the provision of accounts, end of year balance sheets and supporting documentation
   - iii. Setting up accounting practices and systems
   - iv. Preparing annual estimates
   - v. Providing an end of year financial report for residents and the public
   - vi. Ensuring that VAT is recovered where appropriate
   - vii. Recommending a Precept to Council
   - viii. Applying Best Value principles to the Council's affairs
   - ix. Considering forward planning and providing earmarked reserves for specific items of expenditure
   - x. Undertaking an annual review of all fees, charges and allowances

xi. Ensuring that the Council is adequately insured, that this is reviewed annually and recommendations made where necessary
xii. Ensuring that all payments are reviewed by two Members, agreed by Full Council and subsequently paid and authorised by the RFO and two Members

9. **Financial Regulations**
To review annually and update as necessary, ensure that they are observed and make appropriate recommendatons to Full Council.

10. **Annual Budget**
To prepare and submit the Council's annual budget for consideration by Full Council at its November meeting.

11. **Reserves**
To ensure that all reserves are managed in line with the Council's Financial Regulations.

12. **Internal and External Audits**
To receive and review both Internal and External Audit Reports and arrange for implementation of any recommendations.

13. **Grants and Donations**
To consider all applications for grants and donations and to make recommendations to Full Council.

14. **Legal Matters**
To oversee all legal matters pertaining to leases, insurance claims, contracts, loans insurance cover and to make recommendations to Council.

15. **Finance**
The committee shall have remit to commit/spend up to £500. All expenditure will be reported to Full Council at its next meeting.

16. **Meeting Duration**
A maximum of two hours, although the meeting can be extended with a vote taken by Members in exceptional circumstances.

Adopted by Full Council on 4 May 2021
Reviewed by Full Council: 19 May 2022; 16 May 2023; 21 May 2024; 20 May 2025; 21 July 2026

Reviewed annually.