**Finance and General Governance Committee Terms of Reference**

The Finance and General Purposes Committee Terms of Reference were adopted by Full Council at its Annual Council Meeting held on 5 April 2022.

1. **Committee**

The Finance and General Purposes Committee is constituted as a Standing Committee of Hazlemere Parish Council.

1. **Members**

Five Parish Councillors appointed annually at the Annual Council Meeting as voting members to include the Chairman and Vice Chairman of Council being ex officio.

The quorum of the Committee shall be three Members.

1. **Voting**

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

1. **Interests**

If a Member has a personal interest as defined by the Code of Contuct 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.

N.B. If a Member who has declared an interest then considers the interest to be prejudicial, he/she must withdraw from the room during consideration of the agenda item to which the interest relates

1. **Chairman**

The Chairman and Vice Chairman are elected annually by the Committee at their first Meeting.

6. **Meetings**

The Committee will meet as the workload requires, with a minimum of 5 working days notice given.

7.  **Terms Of Reference**

To The Committee will review the Terms of Reference of the Finance and General Purposes Committee at the first meeting of the Committee after the Annual Council Meeting of Council or when necessary and make appropriate recommendations to Full Council.

1. **Responsibilities**
2. Overall responsibility for the management and oversight of the Council’s financial affairs in accordance with legislative requirements, regulations and guidelines, and the Council’s financial regulations and scheme of delegation.
3. Preparation of an annual budget in order to meet the Council’s objectives, for recommendation to Council.

1. Recommending a precept to Council.
2. Ensuring that reserves are managed in line with the legislative requirements and the Council’s financial regulations, in order to meet the objectives of the Council.
3. Undertaking an annual review of all fees, charges and allowances.
4. Setting of Councillor’s allowances and expenses and making recommendations to Full Council accordingly.
5. Ensuring the Council is adequately insured, that this is reviewed annually and recommend accordingly.
6. Reviewing both Internal and External Audit Reports making any recommendations to Full Council and ensuring any recommendations are implemented.
7. Oversight of all legal matters pertaining to leases, mortgages, insurance claims, easements, tenancies, contracts, loans, insurance cover, damage to property, vehicle insurance specification of work and debt recovery and making recommendations to Full Council.
8. Annual review and updating of the Council’s Standing Orders, Financial Regulations, Scheme of Delegation and Byelaws, ensuring they are observed and making appropriate recommendations to Full Council.
9. Review and updating of the Council’s policies, in line with an agreed schedule, ensuring that they are observed and making appropriate recommendations to Full Council.
10. Consideration of all legislative matters, regulations and guidance and where appropriate, reference of such matters to the appropriate Committee of the Council.
11. Ensuring that the Council meets all legal requirements and best practice in relation to public transparency, and maintains proper historic records.

9. **Meeting Duration**

The Finance Committee Meeting be for a maximum of 2 hours, with any unfinished business being taken at the beginning of the next Finance Committee Meeting.  In exceptional circumstances the meeting may be extended with a vote taken by Members.

10. **Minutes**

All Minutes shall be open for inspection by any Member of the Parish Council or Public.

11. **Admission Of The Public And Press**

The Public and Press may be admitted to all meetings. If required they may be temporarily excluded by means of a special resolution as follows: “In accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and Public be excluded from the meeting.

11. **General**

To be responsible for any matter not included within the Terms of Reference of other Committees.

**Last Reviewed: June 2020**

**To be Reviewed: May 2023**