

Histon & Impington Parish Council
Finance, Legal & Administration Committee
Terms of Reference

Membership

- Membership of the Committee is five councillors + Ex Officio
- Membership of the Committee shall be determined at the Annual Meeting of the Council
- The Committee shall appoint a Chairman by election from members of the Committee at the first meeting in any financial year
- The Chairman and vice chairman of the Parish Council shall be Ex-Officio members of the Committee

Quorum

The quorum necessary for the transaction of any business shall be **three**. If the number of Councillors who are members of the Committee (not including those debarred by reason of a declared interest) falls below the required quorum then the meeting shall be adjourned and business not transacted shall be transacted at wither the next full Council meeting or at the next meeting of the Committee or on such a day as the Chairman may fix.

Frequency of Meeting

The Committee shall normally meet quarterly, as per the calendar of meeting circulated by the Clerk at the beginning of the year, as long as there is business to conduct and at such times as the Committee Chairman shall require

- a) At least one meeting should be called to draft the budget for the following financial year and recommend a precept level to Full Council

Notice of Meeting

The Clerk will call a meeting of the Committee at such time as agreed by the Committee or the Committee Chairman and publish the agenda following standard Council practice

Minutes of the Meeting

Every meeting of the Committee shall be minuted and the minutes agreed by the Committee at its next meeting. The minutes shall then be published according to standard Council practice. Draft minutes may be published with the agreement of the Committee, so long as it is clearly indicated that they are draft and could be subject to change at a later date.

Area of Responsibility

The Finance, Legal & Administration Committee has delegated authority to:

- a) To review the accounts and estimates throughout the year
- b) Arrange for production of and signing off of policies except Employment *
- c) To submit to the Council consolidated estimates of income and expenditure for the next financial year and to recommend the annual Precept required
- d) To review insurance, at least annually
- e) To consider the financial implications of any matters raised by Committees and Working Groups
- f) To ensure that the Parish Council meets its internal and external audit requirements and to receive and consider internal and external audit reports
- g) To monitor budget against actual spending
- h) To formulate medium and long term financial strategies
- i) To review Financial Regulations of the Council
- j) To ensure the Asset Register is up to date
- k) To oversee legal aspects of assets e.g. registration, insurance and conduct Strategic Asset Management
- l) To ensure that PAYE is administered in accordance with regulations
- m) Regularly review Parish Council Standing Orders
- n) Respond to consultations and requests regarding legal processes
- o) Oversee property matters
- p) Oversee office management issues
- q) Regularly carry out Risk Management Plan and Risk Assessment Reviews

*The Committee is not responsible for reviewing the salary of employees

Delegation of Powers

The Committee may spend up to its agreed delegated budget without recourse to Full Council on items or cost categories that have been budgeted. Virement can be made between cost categories if necessary. Any items that have not been budgeted for must be referred to full Council as soon as possible.

Noting delegation policy for the Clerk, the Chairman of the Committee and Clerk together with one other person serving on the Committee may approve spend within budget and for approved projects without referring to Full Council, for report in writing at the next available meeting.

Clerks Delegation of Powers

The Clerk may proceed with any project up to a limit of 1% annual precept once decision to proceed taken by Council or Committee

The Clerk may spend on any matter deemed as an emergency, up to 1% of annual precept in total under specified budget headings in any one reporting period