

Wickersley Parish Council
Terms of reference for committees
Last reviewed 28th November 2023
Next Review Date May 2024

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- 1) COMMITTEE:** Finance and Governance
- 2) POWER TO DECIDE:** Yes
- 3) POWER TO SPEND:** Yes - within budget. (Except for agreeing annual budget, and spending in excess of budget, which must be authorised by full council) May be delegated to Clerk or A/Clerk *and* the Chairperson of the Committee (or Council Chairperson if unavailable).
- 4) ACCOUNTS:** Financial activity against committee budget will be reviewed and approved at each meeting. The accounts of the committee will form part of the council's accounts and will be audited as part of the council's accounts.
- 5) MAX. MEMBERSHIP:** 5 Councillors.
- 6) QUORUM:** 3 Councillors.
- 7) CHAIRPERSON:** Elected each year at the Annual Council Meeting in May.
- 8) MEETINGS/YEAR** Minimum of three.
- 9) REPORTING:** The Chairperson to report special items and/or recommendations to full council with a copy of the draft minutes at the next available Council meeting following a meeting of this committee.
- 10) UNDERTAKINGS:**
 - a) To conduct an annual review of the effectiveness of the system of internal audit.
 - b) To consider the internal audit report regarding accounts for the previous financial year.
 - c) To provide a scrutiny function for draft accounts prior to their recommendation for approval at the next full Council Meeting.
 - d) To consider any items for action arising from receipt of the external audit report in September.
 - e) To review risk assessment and management arrangements.
 - f) To be vigilant for evidence of fraud in operational systems.
 - g) Business planning. To ensure a robust and up-to-date business plan is prepared, which is affordable and deliverable.
 - h) To consider any item delegated by Council.