

CRICH PARISH COUNCIL

FINANCE COMMITTEE

TERMS OF REFERENCE

The Finance Committee Terms of Reference were re-adopted by Council on 5th May 2021 Minute no 0164/21.

1: Committee

The Finance Committee is constituted as a Standing Committee of Crich Parish Council.

2: Members

Membership shall be a minimum of four and maximum of five members of the Council, including the Chair and Vice Chair of the Council being ex-officio, appointed annually at the Annual Council Meeting.

The quorum of the Committee shall be three members.

3: Chair

The Chair is to be elected annually by the Committee at their first Meeting after the Annual Meeting of Crich Parish Council in May.

4: Meetings

The Committee will meet four times per year.

The Clerk shall attend the meetings.

The Committee will review the Terms of Reference each year at their first Meeting after the Annual Meeting of Crich Parish Council in May.

The Finance Committee Meeting shall be for a maximum not exceeding two hours, with any unfinished business being taken at the beginning of the next Finance Committee Meeting.

All Meetings are open to the public and press.

5: Interests

If a Member has a personal interest as defined by the Code of Conduct adopted by the Parish Council then s/he shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.

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

6: Voting

Only Finance Committee Members may vote and participate at a meeting. In the case of an equal vote the Chair shall have a second or casting vote.

7: Minutes

Minutes of meeting will be produced by the Clerk and be submitted to Full Council for approval.

Minutes will be open for inspection by Members of the Parish Council or the public.

8. Responsibilities

Overall responsibility for the management of the Council's financial affairs in accordance with legislative requirements, regulations and guidelines.

Authority to establish Financial Sub-Committees as required and appropriate, ensuring all such Sub-Committees report to and forward all recommendations/reports to the Finance Committee.