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## Finance and General Policies Committee Terms of Reference

The Finance and General Policies Committee Terms of Reference were adopted at the Council Meeting held on 17 May 2023.

### 1. Committee

- 1.1. The Finance and General Policies Committee is constituted as a Committee of Kennington Community Council in accordance with section 4 of the Council’s Standing Orders.
- 1.2. The Committee will work closely with the Council’s Responsible Financial Officer to provide assurance that the Council’s financial management is adequate and effective, and that the Council has a sound system of financial control which facilitates the effective exercise of the Council’s functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption.



## 2. Precedence

- 2.1. Where there is any actual or perceived difference in interpretation between these Terms of Reference and the Council's Standing Orders or Financial Regulations, the Council's Standing Orders or Financial Regulations shall apply.

## 3. Members

- 3.1. Five Councillors shall be appointed annually at the Annual Council Meeting as voting members. In addition, the Chair of the Council, unless he or she is one of the five appointed voting members, shall be an ex-officio member entitled to attend meetings, to speak, to propose or second a motion but not to vote. Substitute members are permitted, provided two days' notice has been given to the Proper Officer.
- 3.2. The Council's Responsible Financial Officer shall attend all meetings of the Committee, to provide advice and guidance and to record outcomes of the meeting.
- 3.3. The quorum of the Committee shall be three Members.
- 3.4. In the event of a vacancy arising on this committee, a replacement Councillor may be appointed during the year by the Community Council at a full Council meeting and serve until the Annual Meeting of the Council.

## 4. Chair

- 4.1. The Chair is to be elected annually by the Committee at their first Meeting. In the event of the Chair resigning from that position, from the Committee or from the Council, a new Chair is to be elected at the next Committee meeting, to serve for the remainder of the year.
- 4.2. The Vice Chair (if there is one) is to be elected annually by the Committee at their first Meeting. In the event of the Vice Chair resigning from that position, from the Committee or from the Council, a new Vice Chair is to be elected at the next Committee meeting, to serve for the remainder of the year.
- 4.3. The Chair of the Committee, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice Chair of the Committee (if there is one) if present shall preside.
- 4.4. Only Councillors referred to in paragraph 3 may vote and participate at a meeting. In the case of an equal vote the Chair of the Committee shall have a second or casting vote.

## 5. Communications

- 5.1. The Committee will appoint from among its members a person to take the lead in identifying topics to be publicised whether for the purpose of providing public information or more generally communicating the work of the Committee to residents. The nominee will represent the Committee in meetings of the Communications Working Group and will consult with other Committee members to provide prepared text and other relevant materials to the Clerk for final approval and release on behalf of the Council through whichever approved channels the Clerk judges appropriate.

## 6. Interests

- 6.1. A councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his/her right to participate and vote on that matter.

## 7. Meetings

- 7.1. The Committee will meet as the workload requires, but in any case, at least four times each year.



7.2. Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons.

## 8. Terms of Reference

8.1. The Committee will review its terms of reference at least once during the year and make recommendations to Council for its approval at the Annual Council Meeting of Council or when necessary.

## 9. Financial Regulations

9.1. To review annually the Council's Financial Regulations, having due regard to Model Financial Regulations published by the National Association for Local Councils, and to make recommendations to full Council for their approval.

9.2. To ensure that the provisions made in the Council's Financial Regulations are adequate and effective and are correctly applied.

## 10. Annual Estimates (Budget)

10.1. To ensure that the annual budget is prepared in accordance with the Financial Regulations and submitted to the full Council for their approval no later than at their December meeting.

## 11. Financial Reserves

11.1. To review and recommend the appropriate level of reserves required, for approval by the full Council.

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

## 12. Internal and External Audits

12.1. To ensure that effective measures are in place for internal and external audit and that these are conducted in a timely manner.

12.2. To arrange for implementation of any recommendations arising from internal or external audit.

## 13. Salaries

13.1. To receive recommendations from the Personnel and Development Committee regarding salaries and other payroll and non-payroll employment benefits, for review and inclusion in budgets. Approval of individual salaries and other employment payroll and non-payroll benefits will be retained by the full Council, meeting in closed session.

13.2. To review and recommend arrangements for payment of salaries to all employees of the Council, having regard to statutory requirements including but not limited to PAYE, National Insurance, pensions provision.

## 14. Grants and Donations

14.1. To draw up and put forward for approval by the full Council relevant policies and procedures for consideration of all applications for grants and donations.



**15. Policies**

**15.1.** To prepare, review, monitor and amend the Council’s Standing Orders and recommend accordingly.

**15.2.** To draw up and review as required (but in any case, annually) a scheme for all other policies required for lawful and effective operation of the Council, and to track progress of development or review of each policy.

**16. Historic Records**

**16.1.** To ensure that the Council’s historic records are maintained and expanded.

**17. Information Technology**

**17.1.** To consult relevant committees and prepare for approval by Council relevant policies on the acquisition and use of all IT systems, including software licences, hardware, cloud services, mobile, audio-visual equipment, security, and support services, to optimise usage.

**18. General**

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

**Policy Adopted: 17-05-2023**

**Review due: 04-01-2024**

**Revision History**

<b>Version</b>	<b>Date</b>	<b>Comments</b>
1.0	10 <sup>th</sup> July 2019	Adopted version
1.1	12 <sup>th</sup> August 2019	Draft amendments to v1.0
2.0	14 <sup>th</sup> August 2019	Adopted version
2.1	11 <sup>th</sup> September 2019	Amended to remove Chair of Council as voting member
2.1	11 <sup>th</sup> September 2019	Adopted
2.1a	24 <sup>th</sup> February 2021	Reformatted for accessibility
2.1b	29 <sup>th</sup> April 2022	Reformatted to new template



2.2	29 <sup>th</sup> April 2022	Amendments proposed to Annual Meeting (change of title, new IT provision)
3.0	11 <sup>th</sup> May 2022	Approved by Council
3.1	4 <sup>th</sup> May 2023	Amendment proposed to Annual Meeting (communications representative)
3.2	5 <sup>th</sup> May 2023	Amendment re Chairman/Chair now section and to include Vice Chair
4.0	17 <sup>th</sup> May 2023	Approved and adopted by Council 17 <sup>th</sup> May 2023