

Finance and General Purposes Committee Terms of Reference

The Finance and General Purposes Committee Terms of Reference were adopted by Full Council at its Council Meeting held on 11th September 2019.

1) Committee

- a) The Finance and General Purposes Committee is constituted as a Committee of Kennington Community Council in accordance with section 4 of the Council's Standing Orders.
- b) 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

- a) 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

- a) 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.
- b) 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.
- c) The quorum of the Committee shall be three Members.
- d) 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) Chairman

- a) The Chairman is to be elected annually by the Committee at their first Meeting.

5) Voting

- a) 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.

6) Interests

- a) 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

- a) The Committee will meet as the workload requires, but in any case, at least four times each year with a minimum of 5 working days' notice given.
- b) 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

- a) To 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 recommendations to full Council for their approval.

9) Financial Regulations

- a) 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.
- b) To ensure that the provisions made in the Council's Financial Regulations are adequate and effective and are correctly applied.

10) Annual Estimates (Budget)

- a) To ensure that the annual budget is prepared in accordance with the Financial Regulations and submitted to the full Council for their approval.

11) Financial Reserves

- a) To review and recommend the appropriate level of reserves required, for approval by the full Council.
- b) To ensure that all reserves are managed in line with the Council's Financial Regulations.

12) Internal And External Audits

- a) To ensure that effective measures are in place for internal and external audit and that these are conducted in a timely manner.
- b) To arrange for implementation of any recommendations arising from internal or external audit.

13) Salaries

- a) 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.
- b) 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

- a) 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

- a) To prepare, review, monitor and amend the Council's Standing Orders and recommend accordingly.
- b) 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

- a) To ensure that the Council's historic records are maintained and expanded.

17) General

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

Revision History

Version	Date	Comments
1.0	10 th July 2019	Adopted version
1.1	12 th August 2019	Draft amendments to v1.0
2.0	14 th August 2019	Adopted version
2.1	11 th September 2019	Amended to remove Chair of Council as voting member
2.1	11 th September 2019	Adopted