

BIDDENDEN PARIS COUNCIL

TERMS OF REFERENCE FOR THE FINANCE COMMITTEE

DELEGATION FROM THE COUNCIL

These Terms of Reference were agreed by the Parish Council at its meeting on 11 May 2010 and amended on 10 May 2011 and recorded in minutes item 9.

MEMBERSHIP

The Committee shall consist of three or more councillors who shall be elected and may be re-elected each year at the Annual Meeting of the Parish Council. In addition the Clerk shall be a non-voting member of the Committee.

PROCEDURES

- The Committee will operate in accordance with Local Government law (and in accordance with the Council's Standing Orders)
- At the first meeting of the Committee after the Annual Meeting of the parish Council the Committee shall elect a Chairman for the forthcoming year from amongst the Committee membership. The Chairman may be re-elected.
- The Committee will submit minutes of every meeting for ratification to the next meeting of the Parish Council.
- The Clerk to the Council shall provide administrative support for the Committee.

FREQUENCY OF MEETINGS

The dates and frequency of meetings will be at the discretion of the Committee.

COMMITTEE FUNCTIONS

- Conduct a periodic overview of the Council income and expenditure.
- Note the views of the Internal Auditor on the conduct of the Council financial procedures.
- Consider applications from time to time of the appointment of the Internal Auditor.
- Make recommendations to the Council on any financial procedures considered necessary for the efficient operation of the Council.
- Prepare the annual budget for the Council.
- Consider the financial implications of any major Council project.

May 2011