

## **Burton in Lonsdale Parish Council**

### **Finance Committee**

#### **Terms of Reference**

##### **Frequency and location of meetings**

The Finance Committee will meet a minimum of 4 times each year at a location to be determined by the Chair of the Finance Committee in line with Parish Council standing orders. The meetings will be scheduled up until the date of the next Parish Council Annual Meeting.

##### **Committee members and quorum**

Committee Chair: David Taylor

Committee member: Ian Wardle and Rebecca Spedding

The quorum of a finance committee meeting shall be a minimum of 2 members.

##### **Administrative Support**

The Chair of the Finance committee will administer the meeting. If the chair is unable to attend the meeting, he will nominate a member of the committee to chair the meeting. If requested by the Chair, the Parish Clerk may provide administrative support.

##### **Appointment of the Chair**

The Parish Council will appoint the Chair and members of the Finance Committee.

##### **Delegated Powers**

The Finance Committee will regulate and control the finances of the Parish Council.

The Finance Committee will operate within the requirements of the Burton in Lonsdale Parish Council Financial Policy Document.

The Finance Committee will be responsible for the preparation and monitoring of the Parish Council budget.

The Clerk in the role of Responsible Finance Officer will be the point of contact for internal and external auditors, supported by the Chair of the Finance Committee when required.

The Clerk will provide a written report to each Parish Council meeting identifying:

- Bank balances including receipts since statement date.
- Approved payments of budget and non-budget items.
- Issues relating to internal and external audit including updates of any outstanding audit actions.
- Any other information pertinent to the financial management of the Parish Council.

##### **Duration**

The Finance Committee will remain in existence