

## **COLD ASH PARISH COUNCIL**

### **FINANCE AND GENERAL PURPOSES COMMITTEE**

#### **TERMS OF REFERENCE**

Adopted: Council Meeting May 2016

1. **Composition:** The Committee, which shall consist of at least the three members of the Parish Council and the Responsible Financial Officer. The term of office shall be for one year from the Annual Council Meeting. 3 members shall constitute a quorum.

2. **Meetings:** The Committee shall meet as and when required at times convenient to its members. The conduct of the meetings will be in accordance with the Parish Council's Standing Orders. A Record of Attendance, the Remit, Declarations of Interest and Decisions is to be maintained for each such meeting.

3. **Responsibilities:** The Committee, which shall elect one of its number as Chairman, who will make a report at each Council Meeting, shall:

- a. Prepare and recommend to the Council for adoption the Annual Precept and Budget for the forthcoming year. The time scale for preparation of the Budget will be governed by the date laid down by the District Council for submission of the agreed Precept.
- b. Receive the draft Annual Accounts and the recommendations/comments of the Council's Internal Auditor and the Independent External Auditor.
- c. Recommend the Annual Return for the agreement of the Council, signature by the Chairman, and submission to the auditor appointed by the Audit Commission, giving the required details of the accounts for the last financial year.
- d. Draft appropriate responses to comments made by the Audit Commission appointed auditor for agreement by the Council
- e. Examine, as directed by the Council, such tenders as may be received for services to be provided to the Parish Council.
- f. Recommend to the Council annually, before the start of the financial year, the charges to be paid for the hire of allotments, the Recreation Ground and football pitches and the rate to be charged for burials, reservation of burial plots and the erection of headstones.
- g. Make recommendations to the Council on the Job Specifications and level of the remuneration of Council employees.

**Legislation:** Local Government Act 1972: Local Government Finance Act 1988: Accounts & Audit Regulations 1996 and the Audit Commission Act 1998: Accounts and Audit Regulations 2003: Local Authorities (Capital Finance and Accounting Regulations) 2003.