



Finance Committee Terms of Reference

1. Introduction

The Finance Committee is appointed by and is solely responsible to Eynsham Parish Council. The committee's duties are defined and agreed by the Full Council who may vote, at any time, to modify the Committee's powers. The committee will comply with the Council's Standing Orders, Financial Regulations and policies.

2. Membership

No fewer than 4 elected Parish Councillors. The committee membership will be appointed at each Annual Parish Council Meeting. The Chairman and Vice Chairman of the Council will automatically be members of the committee and have full voting rights.

Non-members may not be co-opted to the committee (Local Government Act 1972 s.102(3)).

At least three elected members must be present for the meeting to be quorate. If the meeting is not quorate, it shall be adjourned and any business not transacted, shall be moved to the next meeting, or handled under delegated authority, in line with council policies and procedures.

At its first meeting, it will elect a Chair to preside at its future meetings and will also elect a Vice Chair if it wishes.

3. Meetings

Meetings shall take place quarterly, on Tuesdays, unless matters require additional or more frequent meetings.

Meetings will be held in Eynsham Village Hall starting at 7.45pm unless otherwise specified

The Lead Officer for this committee is the Deputy Clerk, who will be responsible for setting and circulating the agenda.

Written minutes will be taken to record the Committee's decisions and will be circulated to all members. The Deputy Clerk will be responsible for arranging the recording and distribution of the minutes. The minutes will be published online. If the Deputy Clerk is not available the Clerk and Responsible Finance Officers, may step in.

All employment matters will be discussed with the press and public excluded under the provisions of the Admission to Meetings Act 1960.

4. Responsibilities

The responsibilities of the Finance Committee relate to the Council's buildings, strategic finances and Human Resources. The committee will defer any matter it considers appropriate to Full Council for resolution.

The committee is responsible for making resolutions in respect of the following:-

Financial Management

- (a) To monitor and effect compliance with financial procedures, regulations and statutes, best practice and recommendations from internal and external audits.
- (b) To ensure adequate financial controls are in place to utilise and protect the Council's finances and assets – to include insurance of buildings and property and maintenance of asset register and make recommendations to the Council accordingly.
- (c) To consider the Council's financial risk assessments and internal controls and resolve changes where necessary.
- (d) To consider reports from the council's internal checker.
- (e) To review and where appropriate, recommend amendments to the Council's policies, procedures and practices within the committees' remit, including the councils' obligations under Freedom of Information and Data Protection legislation.
- (f) To consider other Committee's annual spending/budget levels and capital projects to be undertaken and recommend implementation of the same to the Council.
- (g) To make provision for future agreed capital projects.
- (h) To consider and make recommendations for the council's fees and charges on a regular basis.
- (i) To prepare budgets and recommend a precept relevant to the planned income/expenditure for submission to the Council for approval.
- (j) To consider, review and implement a clear policy for grant aid and the award of grant aid.
- (k) To recommend to the Council such delegated powers to the Clerk/officers as appropriate.
- (l) To consider and recommend an active policy for the best use and upkeep of the Council's property and resources.
- (m) To consider and where appropriate, the purchase of all capital items.
- (n) The committee will pursue activities contained within the Council's Strategic Plan and any related documents, which will inform the budget setting process, officer resources, agree priorities and milestones and communication requirements.

Human Resources

- (o) To consider and resolve all matters relating to staffing including appointments and terms and conditions of service and HR policies.
- (p) To consider and resolve all aspects of health and safety law as it affects the members of staff.
- (q) To act as potential panel members to hear a grievance from a member of staff (as appropriate).
- (r) To act as potential panel members to hear disciplinary proceedings against a member of staff (as appropriate).
To appoint appraisees (normally two members of the committee) to undertake the Clerk's appraisal, in line with the council's Appraisal Policy. A confidential report will be provided to the Committee following the appraisal.
- (s) To receive recommendations from the Clerk, regarding the outcomes of staff appraisals, including performances, scale increases and learning and development requests/requirements.
- (t) To review salaries and related expenditure as part of the budget setting process.

5. Budget Responsibilities

The Finance Committee is responsible for the following budget codes:-

Income	
109 - Bartholomew Room	1081 - Income - Rent
111 - Village Hall	1081 - Income - Rent
101 - Admin	1074 – S106 Money
	1081 – Income - Rent
	1086 – Income – Misc
	1176 – Precept Received
	1196 – Interest Received
Expenditure	
109 - Bartholomew Room	4036 - Property Maintenance
105 - Pavilion	4036 – Property maintenance
	4040 – New equipment
	4042 – Equipment maintenance
	4064 – Security Lock-up
4011 - Village Hall	4011 – Rates
	4012 – Water rates
	4014 – Electricity
	4015 – Gas
	4016 – Cleaning materials
	4036 – Property Maintenance
	4040 – New equipment
	4058 – Contract Cleaning
	4067 – Trade waste
117 - Grants (S137/GPC)	4061 - GPC Grants
101 - Admin	4001 – Staff salaries
	4002 – Employers NI
	4003 – Employers Pension contribution
	4004 – Computer software
	4005 – Mobile phones
	4006 – Staff WFH allowance
	4008 – Training
	4009 – Staff travel
	4019 – Youth Council
	4022 – Office supplies
	4024 – Subscriptions
	4025 – Insurance
	4030 - Recruitment Costs
	4033 – Website & Communications
	4036 – Property Maintenance
	4040 – New equipment
	4042 – Equipment maintenance
	4051 – Bank charges
	4056 – Professional fees & audit fees
	4057 – Health & Safety / HR subs
4059 – PWLB Loan	
4104 – Chairman’s Honorarium	
4105 – Election expenses	

6. Delegated authority

In line with the council's scheme of delegation and Financial Regulations, the Clerk/Deputy Clerk/RFO shall liaise with the Chair/Vice Chair on actions/payments as and when required.

7. Sub Committees

Sub-committees or working groups may be created for specific task/projects. Clear terms of reference shall be created and approved by the Open Spaces Committee, detailing the scope of the task/project. Members of sub-committees and working groups are expected to adhere to the councils' policies and procedures, and display the same behaviours as expected and detailed in this document.