

## **Freshwater Parish Council**

### **Finance and Governance Committee**

#### **Terms of Reference**

**2025**

#### **Objective:**

To manage the Council's financial resources, to discuss and recommend strategies to the Full Council. The committee is to consider all areas of the Council's finances, including but not limited to management of budgets, contracts and investments.

#### **Membership:**

The committee shall comprise a total of 6 FPC councillors.

The Chair and Vice Chair may attend ex officio however if the meeting would be inquorate the Chair of the Council will be given voting rights for that meeting only. If the Chair of the Council is not available and the meeting would be inquorate, then the Vice Chair will be given voting rights for that meeting only.

#### **Chair:**

The Chair will be elected at the Annual Meeting of the Council. In the event of the Chair resigning mid-term, a new chair will be elected at the next finance committee meeting or the next full council meeting, whichever meeting sits first.

If the Chair is unable to attend any scheduled meeting, it would be their responsibility to inform the Vice Chair and RFO/Clerk as soon as possible to ensure the Vice Chair has time to adequately prepare to manage the business of that meeting.

#### **Vice Chair:**

The Vice Chair will be elected at the Annual Meeting of the Council. In the event of the Vice Chair resigning mid-term, a new vice chair will be elected at the next finance committee meeting or the next full council meeting, whichever meeting sits first. The Vice Chair shall work with and support the Chair to ensure the financial stability of the Council. The Vice Chair will stand in for the Chair if the Chair is not available to attend a meeting.

#### **Quorum:**

The quorum of the committee is 3.

#### **In Attendance:**

The RFO and/or a delegated member of staff will attend all committee meetings.

Approved: 8<sup>th</sup> July 2025



**Meetings:**

Meetings will usually be held every two months; the days of the meetings will usually be on a Tuesday, with dates to be agreed at annual council.

**Admission of the Public and Press:**

The meetings will normally be open to the public in accordance with the Council's Standing Orders.

**Minutes/Reports:**

Minutes of all meetings will be recorded by an officer, circulated to committee members and the full council.

**Accountability and Scope:**

The Committee has delegated powers to act on behalf of the Council in relation to the defined terms of reference only; any recommendations outside the Committee's terms of reference shall be made to the Full Council.

**Delegated Authority:**

- The committee shall maintain the Council's register of assets
- The committee shall ensure that the internal and external audit is carried out in accordance with the Financial Regulations
- The committee can approve individual items of expenditure within budget up to the value of £10,000. Any amount greater than this will be referred to the Council for approval.
- To review and agree the Council's banking and investment arrangements
- To prepare budgets and recommend precepts to Full Council for approval in line with the Council's Standing Orders.
- The Committee shall ensure that contracts are administered correctly and efficiently by the Clerk/RFO
- The Committee shall consider and approve grant applications up to the value of £1,000. Applications exceeding £1,000 will be reviewed and a recommendation be made to the Full Council in line with the Council's grant policy.
- The Committee shall consider implementing a community grant evaluation process to ensure full financial due diligence is maintained.