

Anston Parish Council
Terms of reference for committees.

(Membership of committees to be agreed at each annual meeting of the parish council).

Reference: No. 1, issue 9

- 1) COMMITTEE: **Finance**
- 2) POWER TO DECIDE: **Yes (except approving borrowing, budget, precept, annual return, review of audit arrangements and adopting use of Power of General Competence, all of which must be authorised by full council)**
- 3) POWER TO ACT: **Yes**
- 4) POWER TO SPEND: **Full**
Cheques and other orders for payment must be signed by two councillors (in addition to the RFO) in accordance with a recorded decision of this committee.
- 5) MEMBERS: **Cllrs:**

Signatories: Cllrs Ireland, Jepson, Senior Administrator + the RFO.
- 6) QUORUM: **5**
- 7) CHAIRMAN: **To be decided by committee**
- 8) UNDERTAKINGS:
 - a) **To be cognisant of the need to be vigilant for evidence of fraud.**
To ensure that operational systems are such that the likelihood of fraud is minimised and transparent enough to ensure that fraud is readily detected.
 - b) **To approve expenditure in relation to any lawful undertaking of the Council or its committees/sub-committees.**
 - c) **To scrutinise invoices, approve payments and sign cheques or other orders for payment.**
 - d) **To review expenditure against budget.**
 - e) **To review risk assessment and management arrangements.**
 - f) **To scrutinise and approve bank reconciliations as prepared by the RFO.**
 - g) **To scrutinise and approve receipts and payments schedules as prepared by the RFO.**

h) To consider any item delegated by Council.

9) REPORTING:

To report to full council on all aspects of the council's financial transactions and status.

10) SUB COMMITTEES
/WORKING PARTIES:

None

11) ACCOUNTS:

The accounts of the committee will form part of the council's accounts and will be audited as part of the council's accounts.