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.