

# Normandy Parish Council

Serving Our Community through working in Partnership

## **FINANCE AND GOVERNANCE COMMITTEE – Terms of reference**

### **Purpose of committee**

Overseeing all aspects of finance and governance procedures for the Parish Council.

### **Terms of reference**

- (a) To complete a draft budget and precept proposal on an annual basis for approval by Council in January.
- (b) To keep under review the Council's budgetary performance during the financial year, and agree any corrective actions required.
- (c) To consider and agree any financial policies to support the Council's aims and objectives in the prudent financial management of its resources.
- (d) To review and recommend to council changes to key governance documents such as Standing Orders, Financial Regulations and Members' Code of Conduct.
- (e) To consider and agree any other policies required to support the Council's smooth administration.
- (f) To work with the Council's Responsible Financial Officer (RFO) to ensure a robust and independent audit regime is in place.
- (g) To consider any grant requests made to the council and agree these (up to the limit agreed in Financial Regulations).

### **Delegated authority**

- (a) To act on behalf of the council in all matters contained within the agreed terms of reference.
- (b) To authorise expenditure within the agreed budget assigned to the committee.
- (c) To appoint sub-committees and/or working groups for specific purposes as required and determine their terms of reference.

### **Quorum**

The quorum of the committee for any meeting shall be three councillors.