



STOKE MANDEVILLE PARISH COUNCIL
FINANCE AND GOVERNANCE COMMITTEE
TERMS OF REFERENCE

The Finance and Governance Committee is appointed by and responsible to Stoke Mandeville Parish Council.

The Committee's duties are defined and agreed by the Council who may vote, at any time, to modify the Committee's powers.

Responsibilities

The purpose of the Finance and Governance Committee is to support the Parish Council in being a financially sound and efficient organisation making full and effective use of resources; and to advise the Council on the adequacy of risk, control and governance processes.

In order to achieve this, the Committee will:

- Periodically review policies and procedures in place to ensure appropriate governance of the Parish Council's affairs and where necessary make recommendations to the Council as a whole for improvements in those policies and procedures.
- As part of their periodic review of policies and procedures, seek and assess proposals for improvements to corporate governance, including risk management and make recommendations to the Council.
- Work with the Clerk in drafting the financial statements prior to their submission to monthly Parish Council meeting and to the internal and external auditors.
- Review annually the Council's arrangements for use of internal auditors and report to the Council on the outcome.
- Consider the annual internal and external audit reports prior to these being reported to the Council and make recommendations thereon.
- Make recommendations to the Council on improved communication of financial awareness and compliance issues.
- Take advantage of any courses organised on financial issues or related subjects in connection with local councils [parish or town]

The Committee will set annual objectives for its work for the agreement of the Council and the outcomes of such will be recorded in Minutes of the Committee.

Membership

The membership of the committee will be reviewed at the Annual Council Meeting but will consist of no less than four and no more than eight Councillors. A quorum at the Committee shall consist of three or more Councillors. The Chairman of the Council will be an ex officio member of the Committee with full voting rights. The membership of the committee at 14th October 2014 is:

- Councillor Andrew Clark
- Councillor Jenny Hunt
- Councillor David Starr
- Councillor Stephen Watson
- Councillor Richard Swinney

Meetings

- The Committee will meet four times a year.
- Meeting dates for a year will be agreed by the committee in advance.
- The Committee will elect a Chairman for the year at the first meeting after the Annual Council Meeting. In the absence of the Committee Chairman, the first order of business shall be to nominate a Chairman to preside at the meeting.
- Committee meetings will be minuted by the Clerk of the Council.
- Committee members are expected to abide by Stoke Mandeville Parish Council's Code of Conduct at all times.

October 2014