



# BURGHFIELD PARISH COUNCIL

## Terms of reference for the Governance & Finance Committee

### 1. Authority

The Governance & Finance Committee is appointed by, and solely responsible to, Burghfield Parish Council. The Committee's duties are defined and agreed by the Parish Council, which may vote, at any time, to modify the Committee's powers. A minimum of 3 meetings per year are to be held with additional meetings as required.

### 2. Membership

The Committee will consist of no fewer than 4 elected Parish Councillors. The election of a Chairman will be the first business transacted to preside over future meetings – to be re-elected each year following the Annual Parish Council meeting. Quorum will be no fewer than 3 elected members. The Chairman & Vice Chairman of the Parish Council, and Chairman of all Council Committees, will have automatic membership and full voting rights.

All members of the Governance & Finance Committee must be members of the Parish Council. The maximum number of this Committee shall be such that, including ex-officio members, there remains a pool of 4 other Councillors from whom 3 can be selected for any employment appeal hearing.

### 3. Records of Proceedings

The Committee will meet as detailed above. Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors for information and adoption at the next Parish Council meeting. The Parish Clerk will be responsible for the distribution of the agenda & minutes. Minutes will be recorded by the Clerk.

### 4. Responsibilities

The committee is responsible for an overview of all aspects of Governance & Finance, specifically: -

1. To regulate, manage and control the finance and resources of the Parish Council, including the recommendation to Parish Council of the annual budgets and precept within the Council's Financial Regulations; whilst ensuring that an adequate and effective system of internal control is in place to secure the integrity of finances at all times



2. To provide guidance to Committees and the Council on the levels of income and expenditure, and the financial implication of its policies, by reviewing quarterly performance against budget and to take any necessary action
3. To keep the Council's policies and procedures under review and recommend improvements as necessary – including Financial Regulations, Standing Orders for the conduct of meetings and employment legislation
4. To ensure Councillors comply with all legislative requirements, promoting transparency and good governance practices upon the Council

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