



## DITCHLING PARISH COUNCIL

Ditchling Village Hall 18 Lewes Road Ditchling East Sussex BN6 8TT  
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### **Terms of Reference for the Ditchling Parish Council Finance Committee**

#### **1. Authority**

The Finance Committee reports to the Parish Council and has been set up to monitor Parish Council income and expenditure and the primary objective of the Committee is to assist the Parish Council in overseeing the proper financial management, financial risks, management strategy and internal and external audit policy. This includes the preparation of the annual budget, review of burial ground fees and review of hire fees, delegated to it by the Council, and in reviewing and making recommendations on major financial transactions and the annual rate precept to the Full Council.

The Finance Committee has no decision-making powers but instead makes recommendations to Ditchling Parish Council for agreement.

The Financial Regulations of Ditchling Parish Council govern the conduct of all financial transactions of the Council.

The Clerk/Responsible Financial Officer (RFO) is responsible for the proper administration of the Parish Council's financial affairs and is responsible for the maintenance of any documents and records necessary for the effective fulfilment of the Committee's duties as listed above.

At the Annual Meeting of Ditchling Parish Council the Chair, Vice Chair and membership of the Finance Committee are reviewed and voted on annually.

All members shall comply with the Code of Conduct and Standing Orders.

#### **Frequency of Meetings**

The committee shall meet a minimum of once a year.

The agenda and notice of the meeting will be notified at least 3 clear working days in advance in accordance with Standing Orders.

#### **Record of Meetings**

The Clerk or delegated officer shall minute the proceedings and resolutions of all meetings of the Committee including recording the names of those present and in attendance. The minutes shall be circulated to the full Council and noted at the next full Parish Council meeting.

The Finance Committee allows members of the public to address the Finance Committee about items on the agenda and members of the public may speak for 5 minutes in accordance with the Council's Standing Order. However, in accordance with the Council's Standing Orders, members of the public may be excluded from the meeting if confidential business is to be transacted. Items to be discussed at the meetings are limited to those that are included on the agenda for the meeting.

## **2. Membership**

The committee is not limited but is subject to a minimum of four members of Ditchling Parish Council, as agreed and minuted in a Ditchling Parish Council meeting. The Parish Council shall elect a Chair and Vice Chair on an annual basis.

Co-opted members may join the committee during the year, if authorised by the Council.

It is expected that all members of the committee attend all meetings.

The quorum necessary for the transaction of business shall be three. If the Chairman is absent, the Committee will need to nominate an acting Chairman at the start of the meeting.

## **3. Review**

The Terms of Reference will be reviewed annually at the Annual Meeting of Ditchling Parish Council.