

# TERMS OF REFERENCE

## STANDARDS AND FINANCE COMMITTEE

Name of Committee	Standards and Finance
Date of acceptance by committee	02/05/2023
Date of adoption by Full Council	02/05/2023
Last authorisation	16/05/2024: 19112
Version	2024/25 - 01
Description of committee	The Standards and Finance Committee reviews, develops, and monitors Parish Council Standing Orders, Financial Regulations, internal financial controls, policies and procedures, including policy implementation, and makes recommendations to council.
Number of councillors on committee	5
Number required to reach quorum	3
Ex-officio members	The Chairman of the Parish Council; Chairman of Employment.
Voting rights	Only committee member councillors hold voting rights.
Review of committee membership	The membership of the Committee will be reviewed annually at the annual meeting of the Parish Council in May.
Chairmanship	The Committee will have the power to elect a chairman, who will be elected at the first meeting following the annual appointment of the Committee.  The Chair will have an ordinary vote and a casting vote and may use the latter although he/she is not compelled to do so.
Frequency of meetings per year	As required. Minimum yearly.
External Agencies allowed to sit on committee	No. Approved advisors only may attend only in an advisory capacity.
Secretariat services	The Parish Council Clerk, or nominated councillor, will provide secretarial services.
Ratification of minutes	The Committee will approve its own minutes, and then send these to full council for information and inclusion in the formal Minute Book record. The council will retain minutes in perpetuity.
<b>Convening</b>	The Clerk will convene Standards Committee meetings as and when necessary. The Committee Chair may also convene meetings as he/she feels necessary. Members will be summoned to attend meetings which will be held in a public place and public notice of the meeting shall be given in accordance with Schedule 12, Para 10 of the Local Government Act 1972.
Standing orders	The Standing Orders of the Council will apply to meetings of the Environment Committee.
<b>Delegated Authority</b>	
Create sub-committee for projects	No
Review budget	No
Authorise spending from Committee budget	No
Decide on dates of meetings	Yes
Liaise with external agencies	Yes
Alter policy without significant change to Council policy or incurring any liability	No

<b>Objectives</b>	
1	To review the Parish Council's Standing Orders and Financial Regulations annually and give recommendations to council.
2	To oversee the development and review of miscellaneous policies.
3	To review the recommendations of the annual Internal and External Auditors report and recommend actions as required to Council.
4	To review the Council's annual Risk Assessment and refer amendments to Full Council.
5	To review annually the General Power of Competence.
6	To monitor the Council's internal financial controls, including implementation and, in particularly, where it pertains to employment, and make recommendations to Full Council.