

Finance & General Purposes Committee

Terms of Reference

1. To make recommendations to the Council on the Budget for the ensuing year; such Budget shall be prepared having regard to the Council's statutory duties, obligations and such objectives that the Council wishes to undertake for the benefit of the Parish.
2. To undertake reviews of income and expenditure against the approved Budget and to report thereon to the Council highlighting any variations.
3. To consider applications for financial assistance including expenditure under the provisions of Section 137 of the Local Government Act 1972, if appropriate.
4. To undertake the evaluation of tenders and quotations for work to be undertaken on the Council's behalf and to recommend to the Council the most appropriate tender(s) for acceptance where these do not already fall within another Committee.
5. To ensure proper arrangements for the conduct of the interim audit of the Council's accounts and statutory annual audit, including the appointment of the internal auditor.
6. To review the effectiveness of the Council's systems of internal controls and internal audit, as required by the Audit Regulations.
7. To approve the Annual Statement of Accounts and submit them to the Council for adoption.
8. To undertake a regular review of the Council's banking arrangements, investments and insurance.
9. To review the Council's financial risk assessment.
10. To review donations to outside organisations.
11. To review the subscriptions/licences falling to be paid annually.
12. To review the assets and the land leased by the Council annually.

Communications

1. To inform residents about the Council's business and activities through the newsletter and website.
2. To publish a newsletter quarterly and an annual report.

3. To monitor and update the website at least monthly.
4. To undertake any initiatives thought necessary to inform and consult with residents.
5. To maintain and update the Councillors' handbook.
6. To monitor the Council's Quality Parish status.
7. To prepare and review the Parish Council's Emergency Plan.

Youth

1. To work on behalf of all of the Youth of Hartley to assist them in taking a full and active role in the life of the village.
2. To engage with any organisation involved with youth work and young people to work with the Council for the benefit of the Youth of Hartley.

General

1. To deal with any matters which do not fall within the Terms of Reference of any other committee.

Delegated powers

1. To authorise expenditure on Youth matters that fall within the sums contained in the annual Budget approved by the Council, provided that any new schemes shall be subject to prior approval, in principle, by the Council.
2. To authorise expenditure on those matters relating to the publication of the Council's quarterly regular newsletters, Annual Report and the Council's website up to the sums contained in the annual budget approved by the Council, provided that any new schemes shall be subject to prior approval, in principle, by the Council
3. To co-opt for such time as is necessary members, in a non voting capacity, to assist with specific items or who have expertise in a particular matter.