

Name of Committee	Finance and Resources
Membership	3 Councillors and Clerk
Purpose of the Committee	• To oversee the Parish Council Finances and Audit, and all matters relating to that, with guidance from the Clerk / Responsible Financial Officer • To oversee all matters relating to staffing and employment
Terms of Reference	<u>To have oversight of:</u> - Year to date spend, quarterly account reconciliations - Asset Register - Risk Assessment - To ensure that all Parish Council procedures are carried out and appropriate records kept. <u>General Fiscal Management</u> With the assistance of the Responsible Financial Officer; - To consider requests for movement of money between budgets / committees - To actively participate in the preparation of the budgets for precept - To oversee all matters related to the Parish Office - To ensure that all financial activities are carried out within the provisos of the Standing Orders and Financial Regulations and meets the requirements of the law and The Governance and Accountability for Small Authorities Regulations 2019. - To oversee banking arrangements <u>Audit</u> To oversee audit procedures; - Minutes - Cheque signing - Compliance with relevant legislation - To ensure internal / external audit takes place - To ensure policies relevant to the parish council are implemented <u>Staffing</u> To oversee the management of staff, including; - Contracts - Salaries and pensions - Contracted hours and overtime - Staff evaluations / performance management - Sickness / Discipline / Training / Annual Leave
Delegated Powers	The committee is authorised to make decisions on behalf of Ashurst & Colbury Parish Council regarding all aspects in the Terms of Reference, subject to those that have been outlined in the referred business section.
Referred Business	The committee will report for decision making powers, to the full Parish Council on the following matters: - To make observations/comments/recommendations on budget requirements with associated forecasts. - Any other matter that is deemed significant enough for the attention of the Full Council. -
Quorum	3 members of the committee and the Clerk.
Frequency of Meetings	Annually or when as required.
Review	The requirements for the committee, its Membership and Terms of Reference will be reviewed annually at the Parish Council AGM.