

1. Terms of Reference common to all committees.

- 1.1. All meetings of Parish Council committees will be convened in accordance with the Parish Council's Standing Orders.
- 1.2. Committee agendas and minutes will be structured and formalised by the Clerk/Officer in discussions with the Committee Chair and meetings will be minuted by a delegated officer of the council.
- 1.3. The rules of a committee are supplementary to and do not override the Parish Councils Standing orders or financial regulations
- 1.4. Cllrs can be members of one or more committees and the Council's Chair and Vice Chair are ex-officio members with voting rights.
- 1.5. Committees may authorise expenditure or amend fees provided the decision is consistent with the responsibilities of the committee and within the budget set for that activity or within any additional budget for work authorised by full council during the financial year.
- 1.6. Minutes will be circulated to all council members and will be presented at full council for agreement. Agreement is given to acknowledge that the decisions have been reached within the powers delegated to that committee
- 1.7. In a normal year Councillors shall indicate their preferences for Committee Membership in advance of the Annual Parish Council Meeting, and the list of potential members will be circulated with the agenda of that meeting. Membership of all the committees will be as decided at the Annual Parish Council Meeting each year. The committee shall be subject to a quorum of half of its members or three whichever is the greater. If a committee or subcommittee is created outside of this period, membership will be authorised by full council. Any Cllr joining Council after this will be considered for a committee by Full Council.
- 1.8. A substitute member maybe nominated and appointed to a committee or subcommittee if an ordinary member cannot attend and the meeting maybe inquorate without that substitute.
- 1.9. The chairman and vice chair of the committee will be elected by the committee at its first meeting after the Annual Parish Council meeting or agreed at a subsequent full council meeting. Until a new chairman is elected, the chairman from the previous year retains that office.
- 1.10. Parish Councillors not on a committee may attend meetings but cannot vote, they assume the same standing as a member of the public. If they have points, they wish to include they are encouraged to email the Chair and Clerk directly 48 hours before the meeting
- 1.11. The press and public may be excluded from committee meetings if their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion shall be by a resolution which shall give reasons for that exclusion.
- 1.12. Committees may create advisory groups or working groups to deliver a specific objective. These groups will work within an agreed brief. These groups will be wound-up at the completion of their task.
- 1.13. Committees may create sub-committees. These may consist of councillors and non-councillors with equal voting rights. Advertising the time and place of the sub-committee will be at the discretion of the members but is not required as the public do not have an automatic right to attend. Sub-committees may make such decisions as have been delegated to them, but these decisions will be reported to the responsible committee.
- 1.14. The meeting calendar will be agreed annually.
- 1.15. Committee budgets will be derived through the agreed annual budget for the business as usual elements .
- 1.16. Delegated powers will be defined with a scheme of delegation to be confirmed at the Annual Parish Council meeting .

2. Finance, Governance & Asset Committee Terms of Reference

2.1. Purpose

- 2.1.1. To collate the financial information required by Council to determine the five-year plan and the medium-term financial forecast.
- 2.1.2. To collate the financial information to determine the annual budget and precept
- 2.1.3. To review, amend and adopt policies and procedures ensuring that they are fit for good council governance.
- 2.1.4. Act as the council's audit, investment and asset maintenance group advising council of any decisions that it needs to adopt.
- 2.1.5. Review and actively consider the management of the assets of GLPC

2.2. Members

- 2.2.1. A minimum of 50% of the filled council seats.
- 2.2.2. Training about "local government" finances is essential for this group and all members should attend the relevant local government finance training courses
- 2.2.3. Members should ideally have the appropriate skills and /or experience to carry out this role
- 1.1.1. Quorum will be half of its members or 3 whichever is the greater.

1.2. How the committee operates

- 1.2.1. Meetings will be held bimonthly
- 1.2.2. Agenda will be determined by the RFO/designated Officer and the Chair and reflect the annual outcomes required of this committee.
- 1.2.3. The committee will primarily use the publication "Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide" as a reference for their work.

1.3. Functions of the committee

- 1.3.1. Exercise collective responsibility for financial matters concerning the council
- 1.3.2. Collate other committee financial budget requirements, determine the medium-term forecast, review impact on reserves and report the complete financial position to council for the annual budget review.
- 1.3.3. Review the performance against budget quarterly and report to council with recommendations if required
- 1.3.4. Act as the parish council's corporate governance committee as defined within the Practitioner's guide. Assess the council's performance against the annual statement and report the outcome and any recommendations to council.
- 1.3.5. Provided a report on the end of year accounts and annual governance statement for adoption by council
- 1.3.6. Analyse the councils risk management, internal control, and internal & external audit matters. From the analysis ensure adequate and comprehensive financial controls are in place and implement as per Finance Regulations
- 1.3.7. Have an oversight for the risk assessment and actions taken to mitigate risk, report concerns to full council
- 1.3.8. Review Standing orders and Financial Regulations – report recommendations to council for adoption.
- 1.3.9. Determine the financial implications of proposals for areas of major new strategic development on behalf of the Council and make recommendations to the Council in respect of their suitability, the threats, and opportunities.
- 1.3.10. Review and regulate the parish councils' policies and procedures relating to, but not confined to finance governance and resources recommend changes to Council. Changes to code of conduct are to be recommended to council and only approved by council.
- 1.3.11. Provide the council with information pertinent to the development or enhancement of its Strategic Visions

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- 1.3.12. Scrutinize the functions of the parish council and its committees to ensure they are fit for purpose. Full Council should scrutinize annually the FGA committee
 - 1.3.13. Asset maintenance – the short and long-term requirements of the asset maintenance program will be managed by the FGA. New requirements will be recommended to council within the budget process.
 - 1.3.14. Request and receive reports from other committees / subcommittees or working groups on any matter having a financial or risk implication.
 - 1.3.15. Consider the long-term viability of the asset and make recommendations for any changes to council.
 - 1.3.16. Review the usability and value for money of the sporting and community facilities and other assets, liaising with users to determine best practice.
 - 1.3.17. Challenge the existing services and facilities in relation to value for money and resident demand. Where applicable liaise with the community services committee to ensure areas of improvement or recommendations are put into action if agreed.
 - 1.3.18. Review and ensure good facility management on behalf of the user groups including but not exclusively the health and safety compliance etc. Liaise with Community Services Committee for input to this aspect as well as any other relevant stakeholder or third party.
- 1.4. Reporting to the Council
- 1.4.1. FGA will report to council after its committee meeting on the decisions it has made and provide the information and recommendations that it requires Council to consider and decide upon.
 - 1.4.2. FGA will collate and report the financial position of all other committees directly to council.