



## **Finance and Policy Committee**

### **1. Membership**

- 1.1 Membership shall consist of 5 Council Members appointed at the Annual Parish Meeting.
- 1.2 The Chair of the Committee shall be elected as per Standing Orders 4d(vii). A Vice-Chair shall also be appointed.

The Chair of the meeting may give an original vote on any matter put to the vote and in the case of equal votes may exercise his/her/their casting vote whether or not he/she/they gave an original vote, voting should be via show of hands.

- 1.3 A quorum shall consist of 3 members of the Committee.

### **2. Meetings**

- 2.1 The calendar of meetings shall be confirmed at the first meeting after the Annual Meeting of the Parish Council.
- 2.2 The Finance Committee will be convened in accordance with the Parish Council's Standing Orders.
- 2.3 The Agenda will be published in accordance with Standing Order 3b.
- 2.4 Minutes of all meetings will be recorded by the Parish Clerk or by a person nominated by the Clerk and shall be presented electronically at the next full meeting of Tollesbury Parish Council. All Finance Committee decisions will be circulated with any recommendations needed for consideration to be put forward at the next Full meeting of Tollesbury Parish Council.
- 2.5 Additional meetings will be arranged as required.

### **3. Areas of responsibility**

- 3.1 The Committee will monitor the Parish Councils finances and ensure that the Parish Council acts within the annual agreed budget. The RFO will provide financial reports to the Full Council monthly.



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- 3.2 The Committee will propose the annual precept for approval of Tollesbury Parish Council.
- 3.3 The Committee will review fees annually when setting the precept for approval of Tollesbury Parish Council.
- 3.4 To review all Parish Council Policies and Procedures, including the Asset Register. Any proposed amendments to any documents to be submitted to the Full Council for approval.
- 3.5 To review the Parish Council's internal controls, including the effectiveness of audit measures and risk management.
- 3.6 To review the Parish Council's Standing Orders and Financial Regulations on a regular basis to ensure that they are up to date with current legislation and fit for purpose.
- 3.7 To have delegated authority for dealing with emergency expenditure matters.
- 3.8 To review the Parish Council website to ensure that it is compliant with current legislation and consider any future enhancements. Any proposed amendments to the website to be submitted to the Full Council for approval.
- 3.9 The Committee will note and, if necessary, consider feedback from members of the public who use the opportunity to feedback to the Parish Council via telephone or email to the Parish Clerk.
- 3.10 To review the Parish Council's insurance requirements.

Version	Details of Changes	Date	Approver
V1.0	Adopted by the Parish Council	01/09/20	TPC
V2.0	Reviewed by the Finance and Policy Committee. Approved by the Parish Council	05/05/21 11/05/21	TPC
V3.0	Reviewed and amended	03/05/22	TPC
V3.0	Reviewed – no changes	16/05/23	TPC
V4.0	Reviewed and amended by the Finance & Policy Committee Reviewed and approved - Adopted by the Full Council	07/05/24	TPC
V4.0	Reviewed – no changes	06/05/25	TPC
V5.0	Reviewed and item 3.5 amended	05/05/26	TPC
	<b>Next Review – May 2027</b>		