

## **SALTWOOD PARISH COUNCIL**

### **TERMS OF REFERENCE OF THE FINANCE AND ADMINISTRATION WORKING GROUP**

#### **INTRODUCTION**

1 Saltwood Parish Council has decided to establish a Finance and Administration Working Group (FAWG) to allow important issues related to Council finance and administration to be examined in detail before being considered for approval by the full Council. These Terms of Reference were agreed by the full Council on **xxxxx** and recorded in Minute **xxxxx**.

#### **MEMBERSHIP**

2 The FAWG shall consist of up to 3 Councillors who shall be appointed by the Parish Council. However, the membership of the FAWG shall be open-ended in that forthcoming meetings shall be notified to all Councillors and any Councillor may take part if he/she wishes. The Parish Council shall appoint its Chair. It may, also appoint a Vice Chair. Alternatively, once established, the FAWG may itself elect a Vice-Chair.

3 The Clerk/Responsible Finance Officer shall take part in meetings of the FAWG.

#### **PROCEDURES**

4 The FAWG shall have due regard to the **Council's own Standing Orders and Financial Regulations** although, as an advisory body whose deliberations and recommendations will be considered by the full Council, it would not be necessary for it to follow all the Standing Orders of the full Council.

5 The FAWG shall submit reports of its deliberations/recommendations to the full Council for any necessary decision.

6. Decisions of the FAWG concerning recommendations to the full Council shall be taken by a majority of the Councillors taking part in its meeting. In the event that there are dissenting opinions these shall be appended to the FAWG's report if the dissenting Councillor(s) so request.

7. The Clerk/Responsible Finance Officer always retains the right to make his/her own report to the full Council on issues discussed by the FAWG, in particular if the Clerk/Responsible Finance Officer believes that any recommendations of the FAWG do not accord with Local Government law or the full Council's Standing Orders and/or Financial Regulations.

8. At least once a year, usually just before the Council's Annual Meeting, the FAWG will review its Terms of Reference and report to the full Council on any changes it believes are required. The full Council may decide to amend these Terms of Reference at any time.

#### **FREQUENCY OF MEETINGS**

9. The FAWG shall meet as required. Forthcoming meetings shall be notified by the Chair of the FAWG to the Council at least 7 days in advance.

## **WORKING GROUP FUNCTIONS**

10. The FAWG will **make recommendations** to the Council on the following issues:

### **Financial**

- The annual budget of the Council and monthly budget monitoring via management accounts
- End of Year Accounts
- Internal Audit and its effectiveness, including assessing the competence/independence of any proposed internal auditor
- External Audit – the annual return to the external auditor if, in future, Saltwood Parish Council becomes liable to external audit
- VAT – all issues relating to VAT
- HMRC – all issues relating to HMRC
- Financial matters – day to day routine issues
- Asset Register, including assessing the value to be assigned to Council assets and any changes required in-year
- Risk Assessment and Risk Management
- Investment Policy
- Travel and Subsistence allowances
- Insurance – implementation of insurance requirements
- Insurance – the adequacy of insurance and annual policy renewal
- Council grants to organisations benefitting Saltwood Parish

### **Staff**

- The engagement/employment of all staff. Implementation of the terms and conditions of the employment of all staff such as pay and conditions, expenses, contracts of employment, grievance and disciplinary procedures, health and safety policy, staff training and all policies relating to staffing matters

### **Administrative procedures for the smooth running of the Council**

- Standing Orders
- Financial Regulations
- Members' Code of Conduct
- Publication Scheme
- Freedom of Information policy
- Complaints procedure
- Equality policy
- Accessibility policy
- Other such administrative procedure to be identified in future