

Beaulieu Parish Council
Finance & General Purposes Committee
Terms of Reference

PURPOSE

The Finance & General Purposes Committee (“the Committee”) is responsible for oversight of the financial affairs of the Beaulieu Parish Council (“the BPC”) together with the BPC’s constitutional documents, including its Standing Orders and Code of Conduct.

MEMBERSHIP

- Membership will be made up of five BPC Councillors
- The Chair, Vice Chair, and membership of the Committee will be decided at the BPC Annual General Meeting or at its initial meeting
- The BPC may co-opt one or more of its members onto the Committee at any time including to fill a casual vacancy as it sees fit
- A quorum will be 3 members to include the Chair or Vice Chair

PROCEDURES

- The Committee shall always comply with the BPC Standing Orders
- The Committee will meet quarterly or as requested by the Chair or Vice Chair
- Committee papers shall be circulated by e-mail to all Committee members with at least three days clear notice of a Committee Meeting
- Any Committee member with a disclosable pecuniary, or non-pecuniary, interest in any of the matters to be considered by the Committee shall notify the Chair of that conflict ahead of any Committee meeting. Any Committee member with such a potential conflict of interest will be subject to the Code of Conduct and Dispensations as set out in Section 1(a) to (c) of the BPC Standing Orders.
- The Chair (or Vice Chair in the event that the Chair is the Committee member with a potential conflict of interest) shall determine whether a dispensation request should be made to the Proper Officer as set out in Sections 1(d) to (e) of the BPC Standing Orders.
- If either the Chair or Vice Chair determines that it would be inappropriate for the Committee to consider a matter for any reason the matter shall be referred to the full Council for their consideration at the next BPC Ordinary meeting.
- The Clerk or, if agreed with the Committee Chair or Vice Chair, a Committee member will minute all meetings of the Committee and the minutes shall be submitted to the BPC at its next meeting for adoption.

Beaulieu Parish Council
Finance & General Purposes Committee
Terms of Reference

DELEGATED POWERS

- The Committee shall have no delegated powers

RESPONSIBILITIES

To review and report to the Council on:

- the recommended annual budget (to be approved as part of the annual precept request)
- the annual accounts including recommendation to the Council for adoption
- income and expenditure during the year against the annually agreed budget
- the Council's Financial Regulations
- insurance cover
- HR issues including the employment and remuneration of the Clerk
- compliance with section 137 of the Local Government Act 1972
- the Council's Standing Orders and other constitutional documents

To attend relevant training sessions including to ensure that the Committee is aware of current legislation and regulations.

REVIEW

- These terms of reference are to be reviewed annually at the BPC Annual General Meeting