

FENSTANTON PARISH COUNCIL

Finance and Constitution Committee

TERMS OF REFERENCE

1. Purpose and objectives

- a) To present to the Parish Council, in November of each year, a financial statement with the recommendation for the precept to be requested for the next financial year.
 - i. This statement should show the estimated income, fixed and projected expenses to the end of the current financial year and an estimate of the balances to be carried over.
 - ii. The precept recommendation shall be supported by the above, with forecasts of income, administration, cemetery, capital and special project costs.
- b) To advise the Council on the financial effects of undertaking new projects (whether included in the budget or not) which could affect other projects under way or planned.
- c) To be responsible for the advertising for, and appointment of, the position of the Clerk and Responsible Financial Officer to the Council.
- d) To consider and approve the remuneration to be paid to any employee of the Council and the details of the contract offered.
- e) To maintain and keep up to date the asset register, including writing off any item at the request of the user of the item.
- f) To keep Standing Orders under review drafting any amendments as necessary for the consideration of the Council.
- g) To keep other documents under review such as 'Committee Terms of Reference' etc.
- h) To ensure that appropriate and timely submissions and comments are made, to the relevant authorities, on matters which are relevant to the Parish.
- i) To recommend the best possible outcomes for the residents and the environment of Fenstanton

2. Membership

- a) The committee should consist of the Chairman and Vice Chairman and 4 other Councillors appointed at a meeting of the full Council
- b) The committee is open to any other Councillor as observers.
- c) The committee shall, at its first meeting of the year, appoint a chairman for the forthcoming year.

3. Decision making

- a) The committee shall be quorate if 3 or more members are present but only if either the Chair or Vice Chairman is present.

4. Meetings

- a) The Committee shall meet at least four times per year
- b) The first meeting of the year should be held as soon as necessary after the start of the annual cycle, in April, where a chairman shall be elected.
- c) The decision to call a meeting shall be made by the Chairman of the committee or following instructions from the full PC meeting

5. Reporting

- d) The committee will report to the full council, either through the chairman of the committee or an attending member, at its next relevant meeting.
- e) The report should consist of a brief report of the meeting, any recommendations made and, where necessary, will request the advice and views of the full council

6. Review

- a) The performance of the committee and its terms of reference should be reviewed and evaluated annually, against the performance and objectives set out above.

Document History

Version	Action	By	Date
1.00	Draft prepared	Kevin Mitchell	06.10.20
1.01	Amended and approved	F&C Committee	03.11.20
1.10	Approved	Fenstanton Parish Council	12.11.20