



ST CUTHBERT (OUT) PARISH COUNCIL
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FINANCE AND SCRUTINY STANDING COMMITTEE **TERMS OF REFERENCE**

Adopted by SCOPC: 15/05/19
Last Review Date: 27/02/19
Next Review Date: February 2020

OBJECTIVE / PURPOSE

Working with the Clerk of the Council and in line with the Council's Financial Regulations and Standing Orders:

- Provides oversight of the Council's finances and ensures that the Council works within the budget approved for the financial year.
- Prepares the annual budget and precept for recommendation to the Council for its approval.
- Assists the Clerk in preparing the end-of-year accounts and documentation for presentation to the Council for its approval.
- Recommends to the Council an annual budget prepared by the Asset Management Committee to administer that committee's objectives in respect of inspection, maintenance, repair and improvements of all its amenities and real estate.
- Grant applications:
 - Reviews annually the Council's Grant Policy and prepares a budget for grants for approval by the Council.
 - Administers the Council's Grant Policy within the budget approved by the Council.
 - Reviews applications for grant assistance (including inviting the applicant to appear before the Committee) and, if satisfied, approves individual grants of up to a value of £1,000.
- Insurances:
 - Reviews the adequacy of the Council's insurance cover after carrying out annual risk assessments.
 - Reviews and approves insurance quotations.
- Reviews annually the Council's Financial Regulations and Standing Orders.
- Deals with any other financially related matter that the Full Council considers appropriate to be referred to the Finance & Scrutiny Committee.

MEMBERS

- Five members of the Council are appointed by election at the annual general meeting of the Council in May each year.
- The Chairman of the Committee is by election of the Council from among the elected members.
- No representatives or members from outside organisations shall be on the Committee.
- The Chairman and Vice-Chairman of the Council are ex-officio members of the Committee.

- The quorum of the Committee is three members.

ACCOUNTABILITY

- The Committee is accountable to the Council.
- The Committee reports on its activities to the Council as and when required.

MEETINGS

- Meetings are held in public session subject to the mandatory public exclusion rules
- The Committee meets quarterly as determined by the Council.
- Additional meetings are called by the Chairman of the Committee in consultation with the Clerk and /or Chairman of Council.
- Meeting agendas are prepared by the Clerk in collaboration with the Committee Chairman.
- Meeting dates and agendas are published on Notice Boards and the Council website three clear working days in advance.
- Any member may attend the meetings and contribute to the debate but has no vote unless they have been co-opted to the meeting and may, at the discretion of the Chairman of the Committee, be excluded at any time from the meeting if it would be inappropriate for them to remain.
- Non-members may be invited to address the Committee on a particular issue.

CONFIDENTIALITY

- The Clerk, Chairman and Vice-Chairman are included or copied on all email exchanges.
- All third-party information remains confidential.
- Meetings are minuted in accordance with current Data Protection regulations.

REVIEW

The Committee reviews its Terms of Reference and scope of work annually and reports on any recommendations to Council for approval.
