ABBERLEY PARISH COUNCIL Finance Committee
Adopted April 2020 and reviewed May 2023

Terms of Reference

The Financial Committee Terms of Reference was adopted by Abberley Parish Council on [26th April 2020 and ratified at the AGM each year after]

1. The Finance Committee is a standing committee of Abberley Parish Council.

2. Five Parish Councillors are to be appointed annually at the Annual Meeting of the Parish Council as voting members to include the Chairman and the Vice-Chairman of the Parish Council being ex-officio.
    a. The quorum of the Committee shall be three members.
    b. The Chairman shall have the casting vote.

3. The Chairman of the Finance Committee will be elected annual by the Finance Committee at their first meeting.

4. The Finance Committee will review both its Terms of Reference and the Parish Council's Financial Regulations at the first meeting of the Committee after the Annual meeting of the Parish Council or when necessary and then to make appropriate recommendations for alterations to the Parish Council.

5. All Minutes shall be a matter of public record.

6. The Finance Committee shall act in an advisory capacity to the Parish Council, unless power is delegated to the Finance Committee for a specific purpose, for example administering payments under the Lengthsman Scheme or staff salaries and expenses.

7. The Finance Committee are responsible for the drafting of the Precept (or Budget) proposal The Finance Committee must place before the Parish Council their recommendations in a timely manner to meet the advised deadlines announced by Malvern Hills District Council.

8. The Finance Committee are responsible for the management of staff.

9. If a member of the Finance Committee has a personal interest as defined by the Code of Conduct adopted by the Parish Council, then they must declare that interest and act in accordance the Code of Conduct.

10. The Finance Committee will meet as the workload requires and meetings shall be convened in accordance with the Standing Orders adopted by the Parish Council.

Created: April 2020
Next Review: May 2024