



# **CLIFFE AND CLIFFE WOODS PARISH COUNCIL**

## **TERMS OF REFERENCE**

### **FINANCE & GENERAL PURPOSES COMMITTEE**

#### **1.Membership**

Chairman and Vice Chairman are full members of the committee. Up to eight councillors are appointed by the parish council (with voting rights) on an annual basis, all other councillors are invited and may attend.

#### **2.Meetings**

Meetings will be held on the second Tuesday of each month, in order to discuss finance and general issues. Meetings will be open to the public, and decisions are limited to recommendations to the parish council and those relating to delegated powers granted by the parish council. They can be held anywhere and at any time. A quorum of three councillors is required at all meetings. A Chair will be elected by the attendees (the Chair will have a casting vote if necessary).

#### **3.Delegated powers**

Delegated powers are limited to the approval of payments and receipts in a month where no parish council meeting is scheduled. When the parish council meeting is delayed until after the third Thursday of the month, delegated power is granted to approve any urgent payments (reason to be recorded).

Salary payments and associated oncosts are contractual, budgeted annually (approved by Council) and therefore delegated to the Committee for monthly salary payment approval by 15<sup>th</sup> of each month.

#### **4.Remit**

The committee will investigate finance and general issues, especially the budget, precept, general financial matters, assets and ad-hoc issues and advise the Clerk on reports and recommendations to be submitted to the Council. It has limited decision making powers. The committee is, primarily, advisory – except where power is delegated, and decisions cannot be taken. Any pre-determination must be avoided so as not give rise to concerns that the decision has been taken already when reported to the council:

*The issue of pre-determination at the decision making meeting (the council meeting) should be avoided, although in accordance with Section 25 of the Localism Act 2011 which provides in essence that “a decision maker is not to be taken to have ... a closed mind when making the decision just because ... the decision maker had previously done anything that directly or indirectly indicated what view the decision-maker took or ... might take in relation to that matter ...”.*

#### **5.Declaration of Interests**

The Cliffe and Cliffe Woods Parish Council Code of Conduct applies to this meeting (e.g. declaration of interests).

#### **6.Financial Reports**

The Clerk will provide information regarding the parish finances (budget monitoring, payments and receipts, cashbook, other financial records and budget preparation reports) as appropriate. They may also receive internal and external audit reports and reports from the quarterly review by a councillor (not a cheque signatory) as identified in the Financial Regulations.

## **7.Contracts,Tenders & Confidential Information**

The committee may see confidential information as part of their remit. All members must preserve confidentiality of discussions held at meetings under any confidential section.

## **8.Records**

All meetings will be attended by a Clerk (RFO and/either PO) and proper minutes taken and other records kept.

**These Terms of Reference were reviewed by the Parish Council at their meeting in February 2025**

To be reviewed May 2025 at APM