



# **Treverbyn Parish Council**

## **Finance and General Purposes Committee**

### **Terms of Reference**

#### **Purpose**

The Finance and General Purposes Committee (F&GP Committee) is appointed by Treverbyn Parish Council under the provisions of Local Government Act 1972 s.101 to discharge functions relating to finance, general governance, and administrative oversight, as delegated by the full Council.

#### **Membership**

- The Committee shall comprise at least five and no more than seven councillors, appointed annually at the Annual Meeting of the Parish Council under Local Government Act 1972 Sch.12 para.7.
- The Chair and Vice Chair of the Council shall be ex officio members unless appointed separately.
- The Committee shall elect its own Chair and Vice Chair at the first meeting following the Annual Meeting.

#### **Quorum**

- A quorum shall be three members or one-third of the total number of members, whichever is greater (LGA 1972 Sch.12 para.28).

#### **Meetings**

- The Committee shall meet at least quarterly, and additionally as required.

- Meetings will be convened in accordance with the Public Bodies (Admission to Meetings) Act 1960 and the Council's adopted Standing Orders.
- Members of the public and press are entitled to attend unless confidential or exempt matters are being discussed under Local Government Act 1972 s.100A(4).

## **Responsibilities and Delegated Powers**

The Committee shall act on behalf of the Council in the following areas:

### **A) Finance**

- Prepare and recommend the annual budget and precept to the full Council (Local Government Finance Act 1992 s.50).
- Monitor financial performance against budget, reviewing reports from the Responsible Financial Officer (RFO).
- Ensure compliance with the Accounts and Audit Regulations 2015, including the management of risk and internal controls.
- Recommend the adoption of the Annual Governance and Accountability Return (AGAR).
- Ensure that the Council complies with the Local Audit and Accountability Act 2014.
- Oversee the proper maintenance of the Council's accounts, bank mandates, investment and reserves strategy in line with its Financial Regulations.
- Authorise payments within the limits set by the Council's Financial Regulations.

### **B) General Purposes**

- Review, draft, and recommend the Council's policies and procedures to ensure compliance with applicable legislation (e.g. Freedom of Information Act 2000, Data Protection Act 2018, Equality Act 2010).
- Oversee the Council's insurance, leases, assets, and risk register.
- Act as the emergency decision-making body between full Council meetings, in accordance with the Council's Scheme of Delegation, where appropriate.

### **C) Audit and Compliance**

- Review internal and external audit findings and monitor implementation of any recommendations.
- Ensure the Council adheres to best practices in governance, transparency, and accountability, in line with guidance from the Practitioners' Guide to Proper Practices (JPAG).

**Reporting and Accountability**

- The Committee shall report its actions to the full Council through its minutes and, where appropriate, formal recommendations.
- All decisions taken under delegated authority must be reported at the next full Council meeting for noting.
- The Responsible Financial Officer (RFO) shall attend meetings in an advisory capacity and to provide financial reports.

**Review**

- These Terms of Reference shall be reviewed annually at the Council's Annual Meeting or at any other time deemed necessary, subject to full Council approval.

**Adopted:** 24<sup>th</sup> June 2025

**Review Date:** May 2026