

HURST GREEN PARISH COUNCIL

Terms of Reference - Finance Committee

The Finance Committee will oversee the management of council finances and ensure compliance with the Parish Council's Financial Regulations and relevant Statutory Regulations and report to Council any issues or areas of concern for corrective action.

1. Purpose of Committee

- 1.1 To prepare budgets, recommend precepts and submit them to the Council for approval.
- 1.2 To ensure adequate financial controls are in place to properly utilise and protect the Council's finances and assets – to include insurance of buildings and property and maintenance of asset register.
- 1.3 To monitor and ensure compliance with the Council's Financial Regulations
- 1.4 To monitor and ensure compliance with any recommendations of the independent internal and external auditor.
- 1.5 To monitor reserves to ensure that they conform to the Council's Reserves Policy.
- 1.6 To undertake twice yearly reviews and reconciliation of the Accounts.

2. Delegated Powers

- 2.1 To incur expenditure on behalf of the Council within the agreed revenue budget and in accordance with Financial Regulations.

3. Membership

- 3.1 Four to six members of the Full Council elected to serve on the Committee, at the Annual Meeting of Hurst Green Parish Council.
- 3.2 All members so elected, are voting members of the Finance Committee.
- 3.3 The Committee's role is to advise and recommend, and not to authorise any specific decision (other than those decisions specifically delegated to it by the Full Council) to the Full Council.
- 3.4 Three members of the Finance Committee will constitute a quorum.

3.5 A Chair person is to be elected annually by the Committee at the first meeting after the Annual Meeting of the Hurst Green Parish Council. The Chair shall hold office until the next Annual meeting of the Hurst Green Parish Council as per their Standing Orders.

4. Meetings

4.1 The calendar of meetings shall be confirmed at the Annual Meeting of the Hurst Green Parish Council or as necessary.

5. Review

5.1 These terms of reference are to be reviewed annually at the Annual Meeting of the Hurst Green Parish Council or after the first Finance Committee meeting held in the year.

These terms of reference were agreed by Hurst Green Parish Council's Finance Committee at its meeting on the 18th November 2025.

Signed: Councillor Susan Price

Date: 18th November 2025