

## **TERMS OF REFERENCE FOR THE LOXWOOD PARISH COUNCIL FINANCE COMMITTEE**

REPORTING TO: Loxwood Parish Council

PURPOSE OF COMMITTEE:

To oversee the work of the Responsible Financial Officer whose work is carried out in accordance with the Financial Regulations;

To approve the draft precept in November to put forward for Resolution for approval to the Full Parish Council in December;

To approve the draft accounts to include CIL accounting for the year to put forward for Resolution for approval by the Full Parish Council in April;

To monitor and report to the Parish Council and CDC on the Parish Council CIL account.

DELEGATED AUTHORITY:

- To authorise the Parish Clerk to take the necessary action to implement approved decisions of the Committee.

MEETINGS: Schedule meetings as necessary but at least two meetings a year. One of which to be held in November to prepare a draft precept to put before the December Parish Council meeting and one to be held in April to approve the accounts for internal audit.

MEMBERSHIP: To be drawn from members of the Council as required.

QUORUM: 3

CHAIRMAN and VICE CHARIMAN : The Chairman and Vice Chairman of the Committee shall be decided at the annual meeting of the Parish Council by a simple majority.

EXTERNAL ATTENDEES: As required.

PUBLIC PARTICIPATION: Meetings will be open to the public.

WORKING PARTIES: May be set up for specific time-limited tasks as required

**TERMS OF REFERENCE AGREED BY: Loxwood Parish Council**

**minute number 17/80      Dated 2 May 2017 Readopted: May 2018, May 2019, May 20 May 21 May 22 May 23 and May 24**