

**CHURCH CROOKHAM PARISH COUNCIL
TERMS OF REFERENCE
FINANCE & POLICY COMMITTEE**

1. The quorum shall be three.
Chair or Vice-Chair of the Finance & Policy Committee may nominate a non-member of the committee to attend a Finance & Policy Committee meeting in the absence of one of its members
2. To regulate, manage and control the finance and resources of the Parish Council, including the recommendation to Parish Council of the annual budgets and precept within the Council's Financial Regulations;
3. To review the expenditure on capital schemes and all budgets;
4. To provide guidance to Committees and Council on overall levels of income and expenditure, and the financial implication of its policies;
5. To ensure that an adequate and effective system of internal control is in place to secure the integrity of finances and any other information;
6. To ensure the preservation of probity and good financial and other practices within the Council;
7. To consider and take appropriate action on all reports arising from both internal and external auditors.
8. To act as Data Controller for the Parish Council i.e. to control how and why personal data is processed
9. To take steps to identify and update key risks facing the Council, and to decide upon appropriate measures to avoid, reduce or control those risks or their consequences including the provision of insurance cover
10. To review quarterly Performance against budget and take any necessary action
11. To consider and where appropriate to authorise any virements for budget control to a limit of £5000.
12. To make applications for grants at the direction of the Parish Council.
13. To keep the Council's policies and procedures under review and recommend improvements as necessary - including financial procedures, Standing Orders for the conduct of meetings and Parish Byelaws
14. All members of the Finance and Policy committee must be members of the Parish Council. The maximum number of this committee shall be 6, including ex-officio members, so that there remains a pool of 4 other councillors from whom 3 can be selected for any employment grievance or disciplinary appeal hearing. Please also see Staffing Committee Terms of Reference (6).
15. The Committee is authorised to establish sub-committees and working groups, and to raise the requirement for advisors as and when necessary to assist in its work.