



**PATCHWAY TOWN COUNCIL**  
Callicroft House, Patchway, Bristol, BS34 5DQ  
[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

## **Terms of Reference - Finance Committee**

**Composition:** Six (6) Elected members (Voting)

**Quorum:** Three (3) members

**Chairmanship:** Chairman & Vice-Chairman to be elected by Members at the first committee meeting held in each Council year.

**Meetings:** Quarterly in line with Financial Year quarters, on the second Tuesday of the month. Meetings to be held in July, October, January, April. A budget meeting may be arranged for November and/or December, if necessary.

**Timing:** 7pm

**Venue:** The Lewis Gray Board Room, Callicroft House, Rodway Road, Patchway.

**Reports to:** Full Council

**Administration:** The Responsible Finance Officer/Deputy Clerk/Town Clerk

**Legal Status:** General Data Protection Regulations, Governance & Accountability for Local Councils 2018, VAT regulations, Adopted Code of Conduct, Adopted Standing Orders, Adopted Financial Regulations, Localism Act 2011, Local Government Act 2003, Local Government Act 1972 and Public Bodies (Admissions to meetings) Act 1960

### **Terms of Reference & Matters Delegated to the Committee**

1. To consider such matters as may be delegated by the Council from time to time.
2. To consider budget proposals prepared by Council Committees and make recommendations that reflect strategic plans to Council on the estimates for the following 5 years in line with financial regulations and the precept set.
3. Pursuant to Standing Order 11 A xi, Councillors who are not elected to the committee, may only speak at a meeting of the committee, if the presiding Chairman allows for this to happen. Councillors who are not elected to the committee can not propose, amend or put forward any resolutions to the committee members.
4. To review and make recommendations to Council on the provision of appropriate general and earmarked reserves.

*Patchway is Twinned with Clermont l'Herault and Gauting.*



**Adopted: 21<sup>st</sup> May 2024.**  
**Review: May 2025.**



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5. Regularly monitor reports of income and expenditure against the approved budgets.
6. Responsible for monitoring and undertaking regular risk assessment with regard to Council's accounting procedure.
7. To make recommendations to the Council on the use of financial reserves.
8. Authorisation of expenditure within the budget provided that payment is made within the limit previously approved by Council. The Committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds must be authorised by Full Council. (The Finance Committee may incur expenditure up to £20,000 per transaction subject to there being sufficient funds in the budget to meet such expenditure).
9. To consider the recommendations of any Sub-Committees or Working (Advisory) Groups under the control of the Finance Committee.
10. Pursuant to Standing Order 5 D v, any member who confirms to the Proper Officer that they're unable to attend a meeting, by 12 noon on the meeting date, may appoint a substitute Councillor. This Councillor will have the same rights as the Councillor that they're temporarily replacing.
11. To review Council fees and charges submitting recommendations for consideration by Full Council. Expenditure to be in accordance with Financial Regulations.
12. To undertake regular internal control checks and to report to Council together with any actions taken as a result of the check.
13. To review from time to time policy objectives within the committees Terms of Reference for consideration by Full Council.
14. Make recommendations to the Council on all matters not within existing policy.
15. The Responsible Financial Officer (RFO) is responsible for the proper administration of the Town Council's financial affairs and is responsible for the maintenance of any documents and records.

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