



Item 5

## FINANCE COMMITTEE

### TERMS OF REFERENCE

1	The <b>Finance Committee</b> is constituted as a Standing Committee of Hawarden Community Council and is therefore subject to the Council's Standing Orders and Code of Conduct (which shall be renewed on an annual basis at the Council's Annual General Meeting (AGM) in May).
2	The Finance Committee has delegated powers to authorise expenditure and consider proposals that fall within its remit.
3	The Finance Committee has delegated powers to act on and resolve any issues that arise from its remit.
4	The Finance Committee shall consist of all 20 members of the Community Council as voting members, with at least seven members of the committee constituting a quorum.
5	The Chairman of the Committee will be elected during the first ordinary meeting of the council in June of the municipal year (following the AGM in May).
6	There will be no vice-chairman; if the Chairman of the Committee is unable to attend any meeting, the Chairman of the Council shall automatically take the Chair. If he/she is not available, then the first item of business shall be to appoint a Chair.
7.	The Finance Committee shall meet 11 times a year with August as a Recess month. During August, a recess meeting will be held with the Chairman of the Council and the Chairman of the Committee to review and approve the list of payments on behalf of the Council.
8.	The Finance Committee shall be administered and managed in accordance with these Terms of Reference.
9.	The Finance Committee's remit shall extend to the following areas: <ul style="list-style-type: none"><li>• Review the monthly list of payments</li><li>• Review the monthly contribution to the Joint Maintenance Agreement for Hawarden CC</li><li>• To receive monthly bank reconciliations</li><li>• To consider grant applications in March and November of each year</li><li>• To consider specific monetary requests, if approved, by the Chairman</li><li>• To consider and agree the Council's annual budget in January of each year</li><li>• To consider and agree the Council's precept for the forthcoming financial year</li></ul>

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|  | <ul style="list-style-type: none"><li>• To periodically review the Council's current financial position</li><li>• To abide by the Council's Financial Procedure Rules and Contracts</li><li>• To periodically review the Council's fees and charges</li><li>• to annually review the council's financial policies on income and expenditure, investment, risk and internal controls.</li></ul> |
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9<sup>th</sup> September 2019