STILTON PARISH COUNCIL

Stilton Pavilion, High Street, Stilton PE7 3RA
Telephone: 01733 639106 - Email: clerk@stiltonparishcouncil.gov.uk

Terms of Reference

Finance, General Purpose & Communication Committee

1. The Committee shall be a standing committee of the Parish Council. It shall support the Parish Council, its officers and its members on all matters relating to financial and economic policies. It shall deal with any issues that may affect the financial and economic well being of the Parish and its facilities. It will also deal with matters related to the Parish Council's communications.

2. **Powers and Responsibilities**
   The Committee shall, in close collaboration with the Clerk/RFO:

   a) Advise the Council as to its financial and economic policies and its allocation and control of financial resources through quarterly reviews in April, July, October and January each year and in keeping with the Council's Reserves Policy;

   b) Review fees and charges at its October meeting and make recommendation to Council as part of the budget setting process;

   c) Consider the precept requirements and prepare the Parish Council's annual budget for approval at the Council's November meeting;

   d) On a quarterly basis, monitor reports of income and expenditure against the approved budget and alert Council to significant change to budget expectations;

   e) Undertake regular reviews and development of the Council's:
      * Financial Regulations
      * Standing Orders
      * Reserves Policy
      * Investment Policy
      * Health and Safety Policy
      * IT Policy
      * Communication Policy
      * Community Engagement Policy
      * Website Accessibility Statement

      Alongside also reviewing the Terms of Reference of the:
      - Financial, General Purpose and Communication committee
      - Staffing Subcommittee
      - Editorial Working Group
      - Grants Working Group

   f) Carry out reviews of the effectiveness of internal financial controls;

   g) Carry out a review of the investment portfolio alongside yearly performance to enable an report on the Parish's investment activities (annually);

   h) Consider if the Parish Council's insurance policy is adequate (annually);

i) Review the Asset Register and recommend the minimum level for inclusion to the Parish Council (annually);

j) Conduct regular data audits to identify what personal data is held, how it is used and make sure it is processed lawfully;

k) Work alongside the Chairman of the Parish Council to prepare an annual report to summarise the work undertaken for presentation to the Annual meeting of the Parish Council.

3. The Chairman

The Committee shall be chaired by a councillor who is appointed by the Parish Council. Another councillor may be elected as a Temporary Chairman from those councillors present in the event of the Chairman not being present at any meeting.

Prior to the agenda being issued, the Chairman of the Committee will liaise with the clerk regarding the items for inclusion.

4. Membership

Five+ councillors appointed by the Parish Council (these may be substituted if required on a meeting-by-meeting basis).
Committee members are required to read the documentation relating to agenda items prior to attending the meeting.

Meetings

a) The Committee shall meet a minimum of four times per year. Additional meetings may be called as required by the Clerk in consultation with the Chairman;
b) Parish Council Standing Orders and Financial Regulations apply to all Parish Council Committees.
c) If a member is unable to attend the meeting, they should, where possible, inform the Clerk no later than noon on the day of the meeting.
d) Minutes of the Committee will be circulated to all Members of the Council and signed by the Chairman of the Finance, General Purpose and Finance Committee at the next meeting.

5. Meeting Protocol

a) All meetings shall be called and minuted in accordance with Parish Council Standing Orders and Financial Regulations. The Clerk/RFO shall provide guidance to the committee on relevant regulations, procedures and reporting;
b) A quorum for committee meetings shall be three Members;
c) In accordance with Standing Orders, meetings of the Committee are open to members of the public. However, such members of the public cannot speak at meetings unless given permission to do so;
d) The Chairman of the Committee shall provide a report to the next Parish Council meeting following a committee meeting;
e) Any urgent matters shall be reported promptly to the clerk/RFO who will take action on behalf of the Council as required; and,
f) The Committee shall be a standing committee, however, the effectiveness of the committee structure will be assessed annually at the May meeting to ensure the effectiveness of the structure and the reporting process.

6. Document Review

Reviewed: 12 May 2026 (agenda item PC106/26)
Next review date: May 2027