

ESCRICK PARISH COUNCIL

Admin and Finance Committee Terms of Reference

1. That the membership of the committee is open to 6 members of the Council, elected at the Annual Meeting, save that the Chairman and Vice Chairman of the Council be elected ex-officio. The quorum of the Working Group shall be 2 members.
2. That all business transacted shall be given on an agenda sent to members 5 days in advance.
3. That the committee be held at least 4 times per year. Other meetings may be necessary.
4. That the committee business shall be –
 - To review the accounts and budget estimate throughout the year and prepare estimates with the Clerk to make recommendations that will allow the Parish Council to determine the precept.
 - To complete an internal audit of 10% of all payments and receipts quarterly; to regularly monitor income and expenditure, and compared with budget and make recommendations to the Council.
 - To receive and make recommendations to full Council regarding any complaints received.
 - To review the salary of the Clerk annually and make recommendations to the Council.
 - To complete an annual Risk Assessment of all Council operations and make a regular report to the full Council meeting.
 - To make any relevant Health and Safety recommendations to full Council.
 - To complete any work on staff matters, appraisals, training of staff and Councillors and make recommendations to the full Council meeting.
 - To consider the advertising of available grant aid and the processing of applications and to make recommendations to the full Council.
 - To continually strive to improve the efficiency of Council meeting, operations and financial services.
 - To prepare tender documents and specifications for quotes.
 - To complete any other work as required by authorisation of the full Council meeting.
5. That all minutes of the committee be reported to the next full meeting of the full Council where all recommendations shall be considered.
6. That the agendas of the four meetings each year should include the following items:
 - March: A review of the insurance policy, standing orders, financial regulations, financial risk assessments and internal audit effectiveness, in preparation for the annual meeting of the Council.
 - June: An evaluation of the end of year accounts and spend against budget for the completed financial year.
 - September: To assess staff hours and rates of pay in preparation for the budget meeting.
 - December: A review of all Council health and safety procedures and risk assessment procedures.

Adopted 1st July 2013