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| Graphical user interface  Description automatically generated with medium confidence**SOUTHBOURNE PARISH COUNCIL FINANCE & POLICY COMMITTEE****TERMS OF REFERENCE****9th May 2023** |
| **Members of the Authority : Cllrs: Money, Redman, Tait and Taylor****Quorum = 3****Frequency of Meetings = Every other month** |
| **Function of Committee** | **Delegation of Functions** |
| **Governance**To advise Council on new or reviewed policies including * Standing Orders
* Financial Regulations

To advise on Policies not within the terms of reference of any other CommitteeTo review the Terms of Reference of Committees including sub-committees and working groups for recommendation to Council for adoptionAsset Register to maintain and review asset manager list | Committee to recommend to Council in accordance with regulationsCommittee in association with Parish ClerkCommittee to recommend to CouncilCommittee in association with Parish Clerk and Officers |
| **Finance**To oversee the management of the Council FinancesTo prepare annual budget Council and submit draft proposal to CouncilTo prepare Precept requirements based on budgetary requirements and submit to CouncilTo monitor the Councils capital, income and expenditure and budgets including requests from other committees relating to additional expenditureApproval of any overspend and virements in accordance with Financial RegulationsOversee Councils banking arrangementsResponsible for all matters related to financial functionsAudit and internal controlsInsurance ArrangementsTo be responsible for the Parish Councils risks as detailed in the Parish Councils Risk AssessmentCIL – Monitoring of CIL receipts and expenditure | CommitteeRFO in accordance with Financial RegulationsRecommendations to CouncilCommittee Recommendation to CouncilCommitteeRecommendation to CouncilCommitteeRecommendation to CouncilRFO in accordance with Financial RegulationsCommittee RFO in accordance with Financial RegulationsRFO and authorised signatoriesCommittee Strategic overviewOperational procedures Parish ClerkCommittee RFO in accordance with Financial RegulationsCommitteeCommittee in partnership with other Committees if required Officers for operational proceduresCommittee  |
| **Communication and Technology**To oversee and review the Parish Councils Website and Social Media PlatformsOversee technology in association with Parish Council business and activities including procurement and supportTo review and advise on Data Protection Freedom of Information and GDPR requirements | Committee Strategic overviewOperational procedures Parish Clerk & OfficersCommittee Strategic overviewOperational procedures Parish Clerk & OfficersCommittee Strategic overviewRecommendation to CouncilOperational procedures Parish Clerk & Officers |
| **Staffing**Staffing Consultative GroupRecommendations from Staffing Consultative Group | CommitteeRecommendation to Council as required |