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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 Committee  To review the Terms of Reference of Committees including sub-committees and working groups for recommendation to Council for adoption  Asset Register to maintain and review asset manager list | Committee to recommend to Council in accordance with regulations  Committee in association with Parish Clerk  Committee to recommend to Council  Committee in association with Parish Clerk and Officers | |
| **Finance**  To oversee the management of the Council Finances  To prepare annual budget Council and submit draft proposal to Council  To prepare Precept requirements based on budgetary requirements and submit to Council  To monitor the Councils capital, income and expenditure and budgets including requests from other committees relating to additional expenditure  Approval of any overspend and virements in accordance with Financial Regulations  Oversee Councils banking arrangements  Responsible for all matters related to financial functions  Audit and internal controls  Insurance Arrangements  To be responsible for the Parish Councils risks as detailed in the Parish Councils Risk Assessment  CIL – Monitoring of CIL receipts and expenditure | Committee  RFO in accordance with Financial Regulations  Recommendations to Council  Committee  Recommendation to Council  Committee  Recommendation to Council  Committee  Recommendation to Council  RFO in accordance with Financial Regulations  Committee  RFO in accordance with Financial Regulations  RFO and authorised signatories  Committee Strategic overview  Operational procedures Parish Clerk  Committee  RFO in accordance with Financial Regulations  Committee  Committee in partnership with other Committees if required  Officers for operational procedures  Committee | |
| **Communication and Technology**  To oversee and review the Parish Councils Website and Social Media Platforms  Oversee technology in association with Parish Council business and activities including procurement and support  To review and advise on Data Protection Freedom of Information and GDPR requirements | Committee Strategic overview  Operational procedures Parish Clerk & Officers  Committee Strategic overview  Operational procedures Parish Clerk & Officers  Committee Strategic overview  Recommendation to Council  Operational procedures Parish Clerk & Officers | |
| **Staffing**  Staffing Consultative Group  Recommendations from Staffing Consultative Group | Committee  Recommendation to Council as required | |