



Ashurst Wood Parish Council

ASHURST WOOD PARISH COUNCIL Finance and Administration Committee Terms of Reference

Approved 3rd February 2009 Amended 3rd March 2009

Ashurst Wood Parish Council Finance and Administration Committee Terms of Reference.

General

To report to Council the financial status of the Council not less than quarterly.

To report to Council the financial and funding implications of proposals by Public services committee, and to advise Council on those financial implications.

To deal with contractual matters not within the remit of any other committee.

To receive from the Clerk reports on major administrative and general issues.

To receive from the Clerk reports on all matters concerning any office equipment owned, leased or managed by the Council.

To follow policies and guidance, including reference to "Governance and Accountability in Local Councils in England and Wales and as may be adopted from time to time by Council.

Duties

To comment on reports from the Clerk on management of financial matters, including preparation of budgets and cash flow analysis, monitoring of budgets and production of annual accounts.

To carry out periodic checks to confirm compliance with the Council's Financial Regulations.

To recommend the appointment of the internal auditor and to approve the internal audit plan.

To receive from the Clerk the draft budget and make recommendations to Council for setting the level of precept.

To receive from the Clerk reports regarding employment issues .

To receive reports on the efficiency of the Parish's administration, including the Parish Office.

To inspect (for general and insurance purposes) all office equipment under the management of the Parish. To keep it in good order. To plan for and arrange its maintenance and replacement.

To receive reports on any contracts or contract variations from the Clerk.

To receive Clerk's report on appropriate insurance of the Council against normally insured risks and of the Council's assets against loss and damage.

To monitor the use of Council assets as they appear on the asset register

To investigate alternative funding sources.