

**COLNEY HEATH PARISH COUNCIL  
BUDGET COMMITTEE TERMS OF REFERENCE**

**Draft 11 September 2023**

**1 Purpose of the Committee**

The purpose of this Standing Committee is to

- a. focus on the Council's Budget for the forthcoming year to see that the precept demand represents value for money,
- b. monitor and control income and expenditure against the budget for the current year to see that value for money is being delivered
- c. recommend improvements for income and expenditure for Full Council decision
- d. propose the Budget for the forthcoming year for Full Council review and approval.
- e. review the financial governance of the Council and recommend improvements as necessary for Full Council decision.

**2 Constitution and conduct**

- 2.1 The Committee will comprise of a minimum of three Councillors. Membership numbers are not limited. All serving Councillors may request to be appointed to the Committee subject to approval by Full Council.
- 2.2 The Committee will include at least one member of the Staffing Committee.
- 2.3 Minimum numbers for quorum will be three Councillors and the Clerk. The Clerk/Responsible Financial Officer (RFO) shall be a standing member of the Committee. The Clerk/RFO has no voting powers.
- 2.4 The Committee will select, by vote if necessary, the chairman of the Committee.
- 2.5 If a committee member has an interest in any items on the agenda they shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required. If the Committee, or the Member who has declared an interest then considers the interest to be a conflict of interest in accordance with the Council's Code of Conduct, the member must withdraw from the room during consideration of the agenda item to which the interest relates and have no voting powers on such items unless the Chairman of the Committee otherwise agrees.
- 2.6 The Chairman of the Council may attend as ex-officio.
- 2.7 The meetings are open to all Councillors but only those resolved to be members of this committee will have voting rights. The Finance Officer will normally attend when invited.
- 2.8 Members of the public are entitled to attend the Committee meetings, and to address the meeting about items on the agenda for up to 3 minutes each and in total for no more than 15 minutes except as granted at the Chairman's discretion.
- 2.9 Members of the public may be excluded from the meeting if confidential business is to be transacted that would not be in the interest of the Parish Council to be open to the public.

- 2.10 The Clerk will agree the agenda for a meeting with the Chairman of the Committee. The agenda will be published 3 clear days before the meeting.
- 2.11 The Clerk is responsible for the maintenance of any documents and records that are necessary for the effective fulfilment of the Committee's duties.
- 2.12 The Committee shall meet at least twice each financial year
- 2.13 The Membership and Terms of Reference of the Budget Committee shall be reviewed and voted on annually at the Annual Meeting of Full Council.

### **3 Powers and responsibilities**

The Committee will have the power and responsibility for the following :

- 3.1 To monitor and control the Council's income and expenditure
- 3.2 To propose amendments to the Council's budget as required
- 3.3 To review all contracts, prices and tenders including the scope of works and services supplied to the Council - award and amendment thereof shall be approved by Full Council.
- 3.4 On a quarterly basis to report to the full Parish Council on the progress of actual expenditure compared to the budget.
- 3.5 To co-ordinate the detailed budget of the Parish Council and recommend to the full Parish Council the budget and precept for the forthcoming year.
- 3.6 To make recommendations to the full Parish Council, with regards to the transfer of funds from and to a particular operating budget, including making project investments in the long and short term.

### **4 Reference to Full Council**

Any member of the Council may require that any matter dealt with, or intended to be dealt with, by the Budget Committee may be referred up to the full Council without giving any reason.

### **5 Matters resting with Full Council will include**

- a. review of the end of year accounts and the annual return
- b. review and propose accounting practices and systems
- a. review the Council's internal controls
- b. review the Council's insurance
- c. review the Council's reserves
- d. review the Council's assets and asset register
- e. annual assessment of the financial risks facing the Council
- f. the procedure for making grants