

**Finance & Governance Committee**

**(7 members)**

**Quorum: 3 members**

**Meeting: monthly (1st Wed in month)**

Terms of Reference:

• Lead for Parish Forward Plan

• Approval of payments outside and/or above the delegated authority of other committees

• Monitoring of income, expenditure and the accounts

• Ratification of invoices

• Budget preparation

• Monitor the financial performance and review charging rates for Steyne Park, cemetery

• Monitoring of compliance with Financial Regulations

• Reviewing corporate and financial risks and insurance arrangements

• Property management, leases and contracts outside the delegated authority of other committees

• Set internal audit process

• Monitor and review any risk assessments

• Monitor, review and approve policy and all matters concerned with the obligations of the Council under Health and Safety legislation

• Develop and deliver agreed outputs from Parish Forward Plan

• Manage in year committee budget within programme and delegation

• Identify and justify committee budget for future year

• Deal with all matters relating to corporate governance

• Review Parish Business Plan

• Consult with outside professionals when necessary

• Search for grant funding and other monies for projects