



**CHINEHAM PARISH COUNCIL**  
**FINANCE COMMITTEE - TERMS OF REFERENCE**

1. The Finance Committee is constituted to monitor all Chineham Parish Council income and expenditure.
2. The Finance Committee recommends the annual budget and parish precept to Chineham Parish Council for agreement.
3. The Finance Committee monitors the internal and external auditing of the Parish Council and all insurance matters.
4. The Finance Committee has no decision making powers but instead makes recommendations to Chineham Parish Council for agreement.
5. The Financial Regulations of Chineham Parish Council govern the conduct of all financial transactions of the Council.
6. The Responsible Financial Officer (RFO) is responsible for the proper administration of the Parish Council's financial affairs.
7. Membership numbers are not limited but is subject to a minimum of three serving Parish Councillors. All serving Councillors may request to be appointed to the Committee.
8. Membership of the Finance Committee is reviewed and voted on annually at the Annual Meeting of Chineham Parish Council.
9. At the first meeting of the Finance Committee following the Annual Meeting of Chineham Parish Council the Finance Committee will elect the Chair before any other business is conducted.
10. The quorum for the Finance Committee will be two of its three members in accordance with the Council's Standing Order 4dviii and meetings will normally be held in line with the published Parish Council meeting timetable – that is usually quarterly.
11. The Finance Committee allows members of the public to address the Finance Committee meeting about items on the agenda. Members of the public may speak for 3 minutes in accordance with the Council's Standing Order 1.g. However, in accordance with the Council's Standing Order 1.d, members of the public may be excluded from the meeting if confidential business is to be transacted.
12. Items to be discussed at the meetings are limited to those that are included on the agenda for the meeting. The agenda shall be circulated by e-mail to all Committee members in advance and in accordance with the Council's Standing Order 1.b.
13. The RFO is responsible for the maintenance of any documents and records necessary for the effective fulfillment of the Committee's duties as listed above.
14. These Terms of Reference for the Finance Committee shall be reviewed annually at the Annual Meeting of Chineham Parish Council.