



BOSTON SPA PARISH COUNCIL

FINANCE COMMITTEE TERMS OF REFERENCE

(Adopted 15.10.25)

Membership

(To be elected annually at the Annual Meeting of the Parish Council each year)

- The Finance Committee is to consist of a minimum of 3 members
- The Chairman is to be elected annually by the Finance Committee at the first meeting after the Annual Council meeting and shall hold office until the next Annual Council.
- The quorum of the Committee is 3.

Aim

The Finance Committee oversees the proper governance of the financial matters of the Council.

Objectives

The objective of the Committee is to assist the Parish Council in overseeing the proper financial management, financial risks, management strategy, internal and external audit, policy and treasury transactional matters. This includes recommendations on the annual budget, rate precept, allocations to reserves, banking and investment matters and staff pay increases for consideration by full Council.

Meetings

The Clerk will convene the Finance Committee meetings as and when required, but a minimum of two meetings will be held per municipal year. Members will be summoned to attend meetings which will be held in Boston Spa Village Hall. By exception this may be at another location. Public Notice of the meeting and its location shall be given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972. 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. However, in accordance with the Council's Standing Orders, members of the public may be excluded from the meeting if confidential business is to be transacted.

Documentation

Minutes of all meetings will be recorded by the Clerk or nominated Councillor. Minutes of Committee meetings shall be circulated promptly to all members of the Committee and shall be

considered and approved at the next full Parish Council meeting. All resolutions shall be recorded in the minutes of the meetings.

Accountability

The Committee will operate within Boston Spa's Standing Orders, Financial Regulations and Local Government Law.

Scope

- The Finance Committee has no decision-making powers but instead makes recommendations to the Council for agreement.
- The Committee shall advise the Council on the financial aspects of the Council
- The Committee will make recommendations to Full Council on the budget requirements and precept demand each November.
- The Committee shall consider any supplementary estimates of budget and make appropriate recommendations to the Council
- The Committee will make provision for future agreed capital projects which includes the allocation of CIL and S106 monies before putting these forward for formal approval at a Full Council Meeting.
- The Committee will ensure that the Parish Council's financial practices comply with the Financial Regulations set out by the Audit Commission, Central Government and Council's adopted Financial Regulations.
- The Committee will ensure adequate financial controls are in place to utilise and protect the Council's finances and assets – to include insurance of buildings and property and maintenance of asset register.
- The Committee takes responsibility for the Reserves Policy
- The Committee shall carry out financial investigations and request relevant supporting documents and evidence when appropriate
- The Clerk/Responsible Financial Officer (RFO) is responsible for the proper administration of the Parish Council's financial affairs and is responsible for the maintenance of any documents and records necessary for the effective fulfilment of the Committee's duties as listed above.

Review

The Finance Committee's terms of reference are to be reviewed annually at the first meeting after the Annual Council meeting.