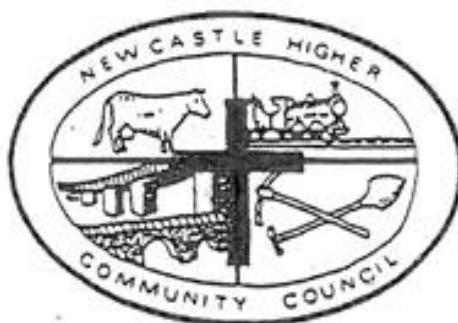


Newcastle Higher Community Council



Terms of reference for the Audit, Finance and Policy committee:

Adopted by resolution: 12/04/2022

1. Objective

The Audit, Finance and Policy Committee key purpose is to suggest, advise on, decide on and implement all matters regarding policy, resources and finance, under its delegated powers, and to make recommendations to the Council on any matters requiring its attention.

2. Membership:

The committee shall comprise 5 members in total.

- 5 members to be elected at the Annual Meeting of the Community Council in May.
- Members are appointed until the following Annual Meeting of Council or a resignation, either from the Committee or Council.

3. Chair/Vice Chair

To be elected annually at the first committee meeting following the Annual meeting of the Community Council.

4. Quorum

The quorum of the committee shall be 3 Community Council members.

5. In attendance

The Proper Officer may be requested to attend any meeting.

6. Frequency of Meetings

- The Committee shall meet a minimum of 2 times per Annum Agreed during the Council's Annual Meeting, to include the following key themes May (Internal Audit Report) September (6 Monthly Budget Review) November (Budget) March (Policy Reviews) with further Committee meetings held as often as required, by full Council, the Clerk, or the Committee.
- The Proper officer will 'call' the meeting and summon members to attend in accordance with standing orders.

7. Public participation

- The Public and Press will be admitted to all meetings of the Committee in line with the Council's Standing Orders. If required, the Committee will have the right to pass a resolution to exclude the press and public in accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 where the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item. Where the press and public are likely to be excluded from the meeting this will be advertised on the Committee's agenda.

8. Voting

- Only appointed committee members may vote and participate at a meeting. In the case of an equal vote the Chairman of that meeting shall have a second or casting vote.

9. Appointment of Working groups:

- The Committee may as it feels fit appoint working parties made up of no less than 2 members of the committee, to undertake work relating to any of its duties or responsibilities and report back to the Committee, the Committee will determine the terms of reference for the working group.

10. Minutes

- Minutes of all meetings will be recorded by the Proper Officer (or delegated) and circulated to all members of the committee and to all Full Council members.
- All resolutions and recommendations made to Full Council shall be recorded in the minutes of the appropriate meeting.

11. Delegated Powers:

The Audit, Finance and Policy Committee has delegated powers for the following:

- To be responsible for the banking, financial and accounting methods.
- To monitor the council's income and expenditure against the budget
- To prepare the council's annual budget
- To make a recommendation to the council of the precept required for the next financial year
- To consider financial planning and the allocation of reserves
- To ensure the council is adequately insured
- To ensure the council observes its financial regulations
- To review the financial regulations and financial risk assessment annually, make recommendations for change to the council
- To review and update any policies on a yearly basis.
- To implement policies identified by councillors and clerk that are deemed necessary.
- To review the internal and external audit reports and implement any recommendations

- To review the council's charges annually
- To identify the need for new services and facilities
- To authorise Members' attendance at conferences, courses, and meetings.
- To oversee all legal matters pertaining to leases, insurance claims, easements, tenancies, contracts, loans, insurance cover, damage to property, debt recovery and make recommendations to the council.

Note: In accordance with the Local Government Act 1972 (s101) any arrangements made by Full Council for the discharge of functions does not prevent Full Council from exercising those functions when required.