

**RINGMER PARISH COUNCIL
OFFICE & FINANCE COMMITTEE
TERMS OF REFERENCE**

**Adopted
4th October 2022**

Terms of Reference for Office and Finance Committee

Membership

- The Chairman
- 4 appointed Members of the Parish Council

The appointments of Chairman and all Committee members will be considered at each Annual Statutory meeting. The Chairman of the Committee to be elected by the Committee annually.

Meetings

The Office and Finance Committee will meet on a quarterly basis, the timing of which will cover the busier more extensive times of the financial year, these will be included, budget, precept, end of year and audits. It will hold a budget meeting prior to the November meeting of Council to consider and make recommendations to Council on the following year's budget. The Office and Finance Committee may hold extra meetings to consider policy, staffing and other Financial matters which may impact the Council.

1. To review the financial affairs of Council and ensure that the accounting records are kept up to date. At every meeting, the Committee shall receive and scrutinise a report detailing actual and budgeted expenditure and income for all budget headings. The Committee will also receive a report detailing the Council's cash and bank balances together with a bank reconciliation of the current account. In addition, every quarter the Committee will receive copies of the VAT return.
2. To review Accounts to be confirmed for payment and to make recommendations to Council.
3. To decide grant applications, Community Infrastructure Levy applications, tenders, quotations, financial correspondence up to a £5,000.00 limit without full Council approval.
4. To consider and to recommend to Council any grants to be applied for.
5. To review the work of the Council's employees annually in October and recommend any changes in pay structure so that they may be included in the next year's budget.
6. In consultation with the Clerk to review office equipment and procedures from time to time and to make recommendations to Council.
7. To consider any matters referred to them by Council.
8. To consider any proposal for unbudgeted expenditure and to make recommendations to Council, particularly as to how such expenditure is to be funded.

9. To consider the Council budget each year and make recommendations to Council on the budget and the precept level. To consider and review risks and the Parish Council Risk Assessment on an annual basis.
10. To make recommendations to submit to Council.
11. To approve Office and Finance Committee Meeting minutes to be forwarded to Full Council.