

HORSMONDEN PARISH COUNCIL
Terms of Reference for the Finance and Risk Assessment Committee

The role of the Financial/Risk Assessment Committee is to oversee/manage the financial/risk aspects of the administration of the Parish Council, including: arrangements for the preparation of the audit of the Council's systems and accounts; assessment of the Council's expenditure against budget and recommendation of an annual budget for the Council; and assessment of the Council's risk management strategies and ensuring adequate actions/insurance.

Committee membership/Chair

Committee membership is approved at the Annual Meeting of the Parish Council which is held in May each year and will include the Chair and vice chair of the Parish Council. The Committee Chair will be elected from those present at the first committee meeting held each year following the Annual Meeting of the Council.

Frequency of meetings and quorum

The Committee will meet a minimum of four times annually. In December they will look at each item of expenditure on the Council's budget and recommend a precept for the following financial year. Other meetings of the committee will be used to monitor the current year's expenditure against budget and identify any areas for further action. Risk Assessment will take place on an annual basis. A quorum of the committee is 50% +1

Financial Responsibilities

1. To oversee the investment strategies of the Parish Council.
2. Recommend an annual budget and precept for the Council.
3. Monitor reserves to ensure that surpluses are not built up other than for working capital or for earmarked projects and known liabilities, ensuring that sufficient reserves are retained for future maintenance, replacement or upgrading of items for which the Council is responsible.
4. Monitor income and expenditure against budget and take/recommend appropriate action to the Council or committees.
5. Consider requests to transfer, where necessary, the reserve budgets to other budget headings.
6. Undertake financial risk analysis annually and review the council's insurance arrangements to ensure the Council is adequately insured.
7. Receive and review Audit Reports and ensure the implementation of any recommendations.

Risk Assessment/Management

1. Assess the Council's risk and make a recommendation to full council regarding strategies and management to minimise these risks
2. Assess the Council's insurance cover and ensure that all necessary information is gathered from third parties to ensure adequate and appropriate insurance cover is being received and that all material facts are disclosed to the Council's insurers.

Committee Budget

It is not anticipated that the committee will require any additional funding.

Other

The Committee has the right to identify issues that will be dealt with at the full meeting of the Parish Council.

These terms of reference were agreed by Horsmonden Parish Council on 9th January 2017