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Ingatestone and Fryerning Parish Council Legal and Finance Committee Terms of Reference

These Terms of Reference were approved at Full Council in April 2023.

Prime Objectives

To supervise the operational and financial planning activities of the Council as a whole. Ensure that the actions taken by the Council do not contravene statute or any other regulations. Provide and maintain Standing Orders and Financial Regulations within which committees and the Council should operate. These objectives should be achieved within the constraints of the annual budget (see below).

The committee will meet monthly and consist of up to eight members. Three members of the committee will be required to be present in order to be quorate.

Where funds exceeding £5,000 or contracts with a cumulative annual value exceeding £5,000 are required to be spent the Legal and Finance Committee will defer final decision to the Full Council as per Financial Regulations.

Key Tasks

1. **Financial** - Prepare an annual budget for the committee and consolidate one for the Council as a whole, to an agreed timetable established by this committee, for approval by the Council. Monitor performance against budget, ensuring that Financial Regulations are observed.

In line with Financial Regulation 5, authorise payments on behalf of the council, that have been correctly presented to the committee.

2. **Contracts** - To review all contracts, drafted by Parish Council committees, for ratification on contractual matters.
Note. The Legal and Financial Committee has no other interest in the general content of contracts, as they fall under the responsibility of the other committees
3. **Audits** - Ensure an internal audit, approved by our auditors, is carried out annually, and that all necessary material is available for the external audit.
4. **Precept** - Based on the budget developed in 1 above, recommend level of Precept to Council.
5. **Elections** - To take responsibility for liaising with the Borough Council for all matters to do with elections of the Parish Council, ensuring consideration is given to ensuring appropriate publicity is organised in advance to encourage the nomination of candidates.
6. **Major Projects** - In conjunction with other committees, identify projects that would significantly enhance the Parish and its community. Ensure its implementation.

7. **Local Council Award Scheme** – Lead the Council's activities to ensure that all the necessary procedures are in place to allow Ingatestone and Fryerning Parish Council to obtain a Local Council Award
8. **Best Value** - Ensure that the Council adopts procedures that adhere to the principles of best practice and value.
9. **Community Relations** – To provide support and advice where applicable to appropriate community activities that parishioners wish to organise
10. **GDPR / Data Protection 2018** – to take the lead on data protection matters on behalf of the parish council and to report back to full council when necessary.
Note: the parish council as a whole is responsible for data protection but for this committee will take the lead for administrative purposes.