



Terms of Reference

Finance and Town Hall Committee

The Finance and Town Hall Committee is a Standing Committee of the Council.

Delegation

1. Chapel-en-le-Frith Parish Council has agreed to adopt the Finance and Town Hall Committee Terms of Reference at its meeting held on 2 February 2022 and has recorded the decision under minute number 22/450.
2. Chapel-en-le-Frith Parish Council will review the Terms of reference at the Annual Meeting of the Council.
3. The Council has delegated powers to the Finance and Town Hall Committee to authorise, without further authority from full council, any expenditure not exceeding £20,000.00. There is no provision delegated for virement between budget heads as that has to be agreed by the Full Council.

Procedures

1. The Finance and Town Hall Committee will operate within Chapel-en-le-Frith Parish Councils Standing Orders and Financial Regulations.
2. At the first meeting of the committee after the Annual Meeting of the Council, it shall elect a Chairman and Vice Chairman until the next Annual Meeting of the Council.
3. The Finance and Town Hall Committee will submit a draft budget and/or project considerations for the forthcoming financial year for inclusion in the budget setting process.
4. The Finance and Town Hall Committee will consider draft budgets presented by the other Committees as part of the Precept setting process.
5. The Precept cannot be agreed by the Finance and Town Hall Committee and is subject to ratification by the Full Council, annually in February.
6. The Clerk will be responsible for Governance which will be scrutinised by the Finance and Town Hall Committee.
7. The Finance and Town Hall Committee shall review any unbudgeted expenditure proposal from other Committees to ensure affordability and value for money, and make any appropriate recommendations.
8. The Finance and Town Hall Committee shall ensure that the Council maintains adequate levels of Insurance cover.
9. The Finance and Town Hall Committee will set a budget for training annually which the Personnel Committee will oversee and review annually.

10. The Finance and Town Hall Committee may co-opt non-voting members.

Meetings

1. The Finance and Town Hall Committee will aim to meet six times in the municipal year.
2. Five Councillors will be members of the Committee. The quorum shall be three Councillors.
3. There will be an agenda item allowing the public to speak at the start of each meeting.

Terms of Reference

The functions of the Committee will be:

1. To ensure that the Council operates sound financial and risk policies in line with Standing Orders and Financial Regulations.
2. To propose the Parish Precept annually no later in February.
3. To consider applications for grant aid to local organisations.
4. To ensure the Council has adequate Insurance.
5. To ensure that claims are made for the recovery of VAT.
6. To consider the Councils Risk Register.
7. To ensure that the Council complies with the Freedom of Information Act 2000.
8. To oversee the management of the Town Hall and investment properties.
9. To consider and prepare a rolling 5 year plan for maintenance of the Town Hall.
10. To identify capital projects and make recommendations to the Full Council.
11. To meet all relevant health and safety requirements including those for visitors, hirers and staff.
12. To receive reports of Health and Safety inspections.
13. To provide adequate training to council staff.

Adopted: 2 February 2022

Reviewed 3 May 2022

16 May 2023

7 June 2024

6th May 2025