

Chalfont St Peter Parish Council

FINANCE & GENERAL PURPOSE COMMITTEE



Terms of Reference

Finance Committee Reviewed: September 2020
Communications & PR Committee Reviewed: November 2019

Committee Constitution

Refer to Standing Orders

Aims

To consider all financial aspects of the conduct of the Council. To develop and maintain better communications both within the Council and between the Council and the wider community.

Responsibilities - Finance

1. To advise the Council on the budget proposals of all Committees.
2. To recommend to Main Council the level of precept to be levied each year.
3. To oversee sources of external funding and consider match funding where appropriate.
4. To consider and recommend to Main Council all applications for grants from the Council.
5. To consider and determine the fees and charges for services provided by the Council receiving input from other Committees where relevant.
6. To consider and determine all subscriptions to be paid by the Council.
7. To oversee all matters relating to the preparation of the Council's accounts and the implementation of appropriate internal and external audit procedures.
8. To review the Council's insurance arrangements ensuring that property and risks are properly insured.
9. To review all aspects of the Council's bank accounts and treasury management.
10. To regularly review the accounts of all movements of funds.
11. To review the Financial Regulations on an annual basis
12. To review the Financial Risk Assessment on an annual basis.
13. To review procedures for data and documents stored and available, ensuring that we can recover data following an incident and ensure that data is secure.

Responsibilities – General Purpose

1. Review and monitor the quality of lines of communication by the Council and its employees with Parish and Unitary Councils, local media, the Village Action Group,

members of the public and other voluntary groups.

2. Monitor and review internal communication within the Council, its employees and committees and in doing so improve the delivery of Council's objectives and obligations.
3. Communicate the Council's objectives.
4. Optimise Parish Council presence using social media in the community as a lively, relevant source of information.
5. Manage the annual Communications & PR budget.
6. Monitor the installation and management of the Council's public notice boards
7. Explore all avenues of communication within the village such as the library and local shops, to keep the public informed of Council activities.
8. Create and review Council communication protocols.
9. All formal letters received to the Parish Council (not Councillors individually) will be formally acknowledged by the Clerk.

These terms will be reviewed annually.