



Plumpton Parish Council Finance Committee

The Finance Committee is one of the 6 committees of the Parish Council.

Councillors

At present Councillors on the Finance Committee are:

1. Paul Nicolson (Chair)
2. Darryl Bailey
3. Clare Eastwood
4. Richard Taylor

Officers

The Parish Clerk, as the Responsible Financial Officer, normally attends the meeting.

Election of the Chairman

As with all committees the Chairman of the Finance Committee will be a Parish Councillor and will be elected at the first meeting of the Parish Council in each new parish year (runs from May – April).

If the committee Chairman is unable to attend a committee meeting members present will agree the Chairman for that meeting.

Quorum

The Quorum for the Finance Committee is three.

Delegation of Powers

The Parish Council can, where appropriate, delegate powers to a committee. The Finance Committee has considerable delegated powers in relation to the responsibilities shown in the section on Responsibilities below.

Responsibilities

As with all committees the Finance Committee is subject to the Parish Council Financial Regulations and works within the regulations set out in the Plumpton Parish Council Standing Orders.

- The responsibilities of the Finance Committee include:
- Conducting the financial business of the council in accordance with the Model 2 Financial Regulations as set out by the National Association of Local Councils (NALC) (January 2004); (add link here?)
- review and preparation of the Annual Budget and Three Year Forecast;
- ensuring the Council's financial reserves are properly maintained;
- the proper maintenance and operation of the Council's banking arrangements
- payment of accounts;
- reviewing investments;
- reviewing loans and loan conditions;
- recommending fees and charges to be levied by the Council;
- the approval and signing of any orders for work and goods up to £500;
- the approval and signing of invoices for utility services;
- review and recommendation to the PC of any works over £500;
- review and recommendation of any contracts;
- review of financial risk management policies and approval of insurance arrangements; and
- reviewing and recommending amendments to the Financial Regulations where appropriate.

Further information can be found in the Financial Regulations on the Parish Council website.

Publication of Meeting Information and Attendance at Meetings

As with all Parish Council committees the date and time of the meetings must be published at least 3 clear working days (excludes weekends) before the meeting. At present the committee normally meets on the second Tuesday of the month (except January) immediately prior to the Parish Council meeting. Committees meeting dates and the minutes of previous meetings can be found on the website in the “Meetings and minutes” section.

Attendance and Representation at Committee Meetings

Meetings are open to the general public who are very welcome to attend. Members of the public who attend will be given the opportunity to ask questions or make representations on matters of concern to them. Time is normally allowed early in the agenda for public participation. Councillors who are not on the committee may also attend but cannot vote at a committee meeting.