

Fenstanton Parish Council

Finance and Constitution Committee

TERMS OF RERERENCE

1. Purpose and objectives

a. To present to the Parish Council, in November of each year, a financial statement with the recommendation for the precept to be requested for the next financial year.
   i. This statement should show the estimated income, fixed and projected expenses to the end of the current financial year and an estimate of the balances to be carried over.
   ii. The precept recommendation shall be supported by the above, with forecasts of income, administration, cemetery, capital and special project costs.

b. To advise the Council on the financial effects of undertaking new projects (whether included in the budget or not) which could affect other projects underway or planned.

c. To maintain and keep up to date the asset register, including writing off any item at the request of the used of the item.

d. To keep Standing Orders under review drafting any amendments as necessary for the consideration of the Council.

e. To keep other documents under review such as 'Committee Terms of Reference' etc.

f. To ensure that appropriate and timely submissions and comments are made, to the relevant authorities, on matters which are relevant to the Parish.

g. To recommend the best possible outcomes for the residents and the environment of Fenstanton

2. Membership

a. The committee should consist of a Chairman and Vice Chairman and two other Councillors appointed. The Committee will be subject to reconstitution annually at the Annual Parish Council Meeting.

b. The committee is open to any other Councillor as observers.
c. The committee shall, appoint a chairman for the forthcoming year at the Annual Parish Council Meeting.

3. **Decision making**
   a. The committee shall be quorate if three or more members are present but only if either the Chair or Vice Chairman is present.
4. **Meetings**
   a. The Committee shall meet at least four times per year
   b. The first meeting of the year should be held as soon as necessary after the start of the annual cycle, in April.
   c. The decision to call a meeting shall be made by the Clerk, Chairman of the committee or following instructions from the full PC meeting
5. **Reporting**
   a. The committee will report to the full council, either through the chairman of the committee or an attending member, at its next relevant meeting.
   b. The report should consist of a brief report of the meeting, any recommendations made and, where necessary, will request the advice and views of the full council
6. **Review**
   a. The performance of the committee and its terms of reference should be reviewed and evaluated annually, against the performance and objectives set out above.

Document History

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1.01	Amended and approved	F&C Committee	03.11.20
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