

**NOTICE OF MEETING:**

**TIME:**

**DATE:**

**VENUE:**

**FINANCE, GOVERNANCE & LEGAL**

**7.40pm – 8pm**

**Monday 22 May 2023**

Community Room, Recreation Ground

Mrs C M O'Brien – Clerk to Histon & Impington Parish Council  
 17<sup>th</sup> May 2023

**MEMBERS:** 6 + 2 Ex Officio

**AGENDA**

**QUORUM:** 3

FGL23/001	<b>Election of Committee Chair</b> <b>Election of Committee Deputy Chair</b>	<b>For Decision</b>
FGL23/002	<b>To Receive Declarations of Interests</b> To receive declarations of pecuniary interest from Councillors <b>on items on the agenda</b>	
FGL23/003	<b>Public Participation</b> To allow up to 15 minutes for any members of the public to address the meeting in relation to any matter on the agenda	
FGL23/004	<b>To confirm nominated Nature &amp; Biodiversity member as a member of the Finance, Governance and Legal Committee</b>	<b>For Decision</b>
FGL23/005	<b>To receive copy of draft Terms of Reference for review and approval at the next meeting</b>  <u>Attached</u>	<b>To note</b>
FGL23/006	<b>Date of next meeting – Tuesday 13<sup>th</sup> June, 7.30pm</b>	

# **FINANCE, GOVERNANCE AND LEGAL COMMITTEE**

## **Terms of Reference**

Membership shall comprise of six members of the Council + ex-officio members

The committee shall normally meet bi-monthly as per the calendar of meeting circulated by the Clerk at the beginning of the year, as long as there is business to conduct and at such times as the Committee Chairman shall require

## **Powers**

Oversee all aspects of the Council's management of its financial resources

Oversee all aspects of the Council's management of its information resources

Oversee the management of the administrative processes of the Council; ensure that they are legal and effective

Authorise expenditure up to the amounts in the approved budget

Review the accounts, estimates and forecasts throughout the year

Develop the annual budget and recommend the precept

Review insurance policies and requirements

Consider financial implications of other committees

Ensure Council meets its audit requirements

Monitor spend against budget

Formulate medium and long terms financial strategies

Ensure the asset register is accurate and current

Make sure that PAYE is administered correctly

Oversee property matters

Provide financial information to committees etc

Maintain good and effective relationships with key stakeholders and external contacts (Auditors, Solicitors, SCDC, Unity Trust)