

Wrockwardine Parish Council

Minutes of the Finance & General Purposes Committee Meeting held on Wednesday 30th June 2021 at 6.00p.m at Admaston House, Admaston

Present: Cllr Mrs E Anderson
Cllr Mr P Cooper
Cllr Mr K Ballantyne

In Attendance: Ms J Hancox (Clerk)

The meeting was delayed and began at 6.20p.m

21/01 Election of Committee Chairman

The Chairwoman of the Council welcomed everyone to the meeting and was duly elected temporary Chairman of the Committee until one could be elected by Full Council.

21/02 Apologies for absence

None

21/03 Declaration of Interests & Dispensations

a) Pecuniary – None declared

b) Personal – None declared

21/04 Terms of Reference

Draft Terms of Reference were circulated prior to the meeting and, following discussion and amendment it was **RESOLVED** to submit these for approval to Full Council (Appendix 1). During the discussion it was determined that whilst 3 Members was acceptable as a minimum for the Committee, it was best practice to have more and additional Members would be asked to join.

[Proposer: Cllr Ballantyne; Seconder: Cllr Cooper; Vote: Unanimous]

21/05 Climate Change

Full Council **RESOLVED** to instruct the F&GP Committee to draft a Climate Change Emergency Strategy Policy against which all future spending proposals could be assessed, with such a strategy to include provision for, where appropriate, a cost/benefit analysis, a carbon footprint measurement, and an evaluation of the sustainability, legacy and community need of each proposal. Following discussion, Members of the Committee agreed to meet informally to draft a policy and framework to use and bring this to the next meeting of the F&GP Committee for discussion and approval for submission to Full Council.

21/06 Date of next meeting

To be set by Full Council

Meeting closed at 7.15p.m

Signed: _____ *K Ballantyne* _____ (Chairman)

Date: _____ *8th October 2021* _____

Appendix 1

Wrockwardine Parish Council

Finance & General Purposes Committee

Terms of Reference

Purpose

To manage Wrockwardine Parish Council's (the Council's) financial resources and to debate and recommend strategy and action on policy and operational matters concerned with the Council's finances, property, resources and land.

1. The Committee

The Finance & General Purposes Committee (F&GP) is constituted as a Standing Committee of Wrockwardine Parish Council

2. Members

Membership shall be a minimum of 3 and a maximum of 7 Members of the Council, including the Chairman and Vice-Chairman of the Council, being ex-officio, appointed annually at the Annual Meeting of the Council.

The quorum of the Committee shall be 3 Members.

3. Chairman

The Chairman is to be elected annually by Full Council at the Annual Meeting of the Council in May.

4. Meetings

The Committee will meet 4 times per year with the option of additional meetings when necessary.

The Clerk & Responsible Finance Officer shall attend the meetings.

The Committee will review the Terms of Reference each year at their first meeting after the Annual Meeting of the Council in May.

F&GP meeting shall be for a maximum, not exceeding 3 hours.

All meetings are open to the public and press.

5. Interests

If a Member has a personal interest as defined by the Code of Conduct adopted by the Parish Council, then they shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.

If a Member who has declared an interest, then considers the interest to be prejudicial, they must withdraw from the room during consideration of the agenda item to which the interest relates.

6. Voting

Only Members of F&GP may vote and participate at a meeting. In the case of an equal vote, the Chairman of F&GP shall have a second or casting vote.

7. Minutes

Minutes of the meeting will be produced by the Clerk & Responsible Finance Officer and be submitted to Full Council for approval.

Minutes will be open for inspection by Members of the Parish Council and the public.

8. Functions

The committee will be responsible for:

- a. Monitoring the income and expenditure of the Council;
- b. Recommending the annual budget and parish precept to the Council for agreement;
- c. Monitoring the internal and external auditing of the Council;
- d. All insurance matters.

Powers and responsibilities

- To monitor the Council's financial position;
- To propose amendments to the Council's budget as required;
- To review the Council's internal controls;
- To propose the budget and precept for the forthcoming year;
- To consider the end of year accounts and the annual return;
- To review and propose accounting practices and systems;
- To review the Council's insurance;
- To review the Council's reserves;
- To review the Council's assets;
- To review and agree all tenders including agreement of scope of works;
- To annually assess the financial risks facing the Council;
- To review the governance and policies of the Council;
- To recommend to the Council such delegated powers to the Clerk as thought appropriate.

9. Members of the Public

The committee allows members of the public to address the committee meeting about items on the agenda. Members of the public may speak for 3 minutes in accordance with the Council's function. Members of the public may be excluded from the meeting if confidential business is to be transacted.

10. The Responsible Finance Officer

- The Responsible Finance officer (RFO) is responsible for the proper administration of the Council's financial affairs.
- The RFO is responsible for the maintenance of any documents and records necessary for the effective fulfilment of F&GP's duties as listed in these terms of reference.

Terms of reference approved by Wrockwardine Parish Council: 14 th July 21	Review Date: May 22
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