

Ruyton XI Towns Parish Council

Finance and Governance Sub-Committee

Terms of Reference

Adopted : October 2024
May 2025

Next Review Date :

Function

The Sub-Committee reviews existing policies and terms of reference and proposes to Full Council any changes which may be required. It will also construct any new policies when requested to do so by Full Council and will submit a draft for consideration and adoption by Full Council.

Responsibilities

- To review new versions of NALCs Financial Regulations template, draft a version for use by the Parish Council and propose to Full Council for adoption.
- To review new versions of other policy templates from ICO, NALC and SALC, draft a version for use by the Parish Council and propose to Full Council for adoption.
- According to schedule maintained by the Parish Clerk, to perform regular reviews of all Parish Council policies, draft changes necessitated by circumstances and propose to Full Council for adoption.
- When requested to do so by Full Council to draft any new policies or substantive changes in existing policies. Drafts to be submitted to Full Council for comment and adoption
- After each Annual Meeting of the Parish Council to review all terms of reference for Sub-committees and Working Groups, draft changes necessitated by circumstances and propose to Full Council for adoption.
- When requested to do so by Full Council to draft terms of reference for new Sub-committees or Working Groups or draft substantive changes in existing terms of reference. Drafts to be submitted to Full Council for comment and adoption
- To monitor policy documents published on Parish Council web site and work with Parish Clerk to ensure up-to-date versions are available.

Members

The sub-committee shall be appointed at the Annual Meeting of the parish council. The Councillor members will be confirmed/appointed. The sub-committee can be dissolved by the parish council at any time.

The sub-committee must appoint one Councillor member who is the Chair/Convener of the group. This person will have the responsibility of reporting back to the full Parish Council. The group may devise other internal means of operation as are most suited to its function and allocate other necessary roles for its members.

Members of the sub-committee are expected to familiarise themselves with and adhere to the council's Code of Conduct and Dignity at Work policies.

Current Members

- Kerry Coldwell (Chair)
- Mervyn Eyles
- Anne Mitchell

Delegated Powers

The Sub-committee has no delegated power to make decisions nor to incur expenditure. These powers are retained by the Full Council.

The Sub-committee is assigned the Responsibilities listed on this Terms of Reference. Any new roles in co-ordinating activities or implementing projects must be authorised in advance by the Parish Council.

The Sub-committee must comply with the Ruyton XI Towns Communications, Press and Social Media Policy. Any formal communication with the public must be through the Parish Clerk as Proper Officer and , if necessary, agreed by Full Council.

Meetings

The Sub-committee will meet as often as needed but at least twice in the council year.

Meetings may be in person or through teleconferencing. Site/supplier visits may also be required.

Meetings do not require minutes (although these may be produced if they assist management within the group) but a written report must be submitted to the Parish Clerk for any month where a meeting has occurred.

Meetings do not have a quorum however any proposals or representations made to the full council must have the support of the majority of all Sub-committee members