

Bassingbourn-cum-Kneesworth Parish Council

TERMS OF REFERENCE FINANCE COMMITTEE

- 1. Purpose** To advise upon, authorise and implement financial and general matters within the scope and authority described
- 2. Reports to** Bassingbourn-cum-Kneesworth Parish Council
- 3. Status** Enduring, subject to annual re-appointment
- 4. Membership** May include councillors only.
- 5. Quorum** The quorum will consist of **three** councillors.

6. Scope

6.1 Financial

Maintenance of Financial Regulations
Maintenance of Asset Register
Preparation of Budget
Parish Council Insurance

6.1. Fixed assets

Cemetery Lodge (with the Amenities Committee)
Cemetery Chapels (with the Amenities Committee)
Pavilion (with the Amenities Committee)
Others as recorded in the Asset Register

6.2. Specific named projects

Issues relating to Law and Order

6.3. Review processes and risk management

In conjunction with the Independent Internal Auditor work to meet legal and statutory requirements.

6.4. General Purposes

Any other relevant matter that may from time to time be delegated by the Parish Council

7. Delegation of Authority

Authorisation of routine expenditure not exceeding £5000 per business item.

Authorisation of exceptional expenditure by other committees not exceeding £2000 per business item (to be reviewed March 2020)

Approval of payment of any duly authorised expenditure

Review of expenditure against Budget throughout the year

Adopted 15th October 2019. Signed Chairman