# TERMS OF REFERENCE FOR THE FINANCE AND GOOD GOVERNANCE COMMITTEE

**PURPOSE: To set out the rules by which this Committee of the Parish Council will work.**

**SCOPE: These rules are supplemental to, and do not in any way override, the Parish Council's Standing Orders &/or Financial Regulations.**

## 1. Membership of the Finance and Good Governance Committee

1.1 There will be a maximum of 7 Members.

1.2 Membership of the committee will be as decided at the Annual Parish Council meeting each year. If the Chair and/or Vice Chair of the Council wish to attend the committee, they will do so in an *ex-officio* capacity.

1.3 The committee shall be subject to a quorum of one-third of its members or three councillors whichever is the greater.

## 2. Chair

2.1 The chair of the committee will be elected by the committee at the first meeting following the Annual General Meeting of the Parish Council, and reported back to the next full Council meeting.

2.2 The vice-chair of the committee will be elected by the committee at the first meeting following the Annual General Meeting of the Parish Council, and reported back to the next full Council meeting.

## 3. Conduct of Meetings

3.1 All meetings of the Finance and Good Governance Committee will be convened in accordance with the Parish Council's standing orders.

3.2 Meetings will be minuted by the Clerk or Deputy Clerk to the Council.

## 4. Powers of the Finance and Good Governance Committee

The committee shall be empowered to:

4.1 To propose the annual Precept to full Council, having considered any proposals put forward by other committees or Working Parties.

4.2 With the exception of those areas under the remit of the Maintenance Committee; to draft tender documents (following the Policy for Appointment and Management of Contractors and the Financial Regulations) and present to full Council.

4.3 To undertake an annual review of effectiveness of internal audit.

4.4 Consider how to increase the Council's income, including an annual review of all rents (including, but not limited to, those from the allotments and property rental and cemeteries) to be complete by the time of setting the Precept for the next year.

4.5 Investigate alternative funding sources such as grants.

4.6 Keep under review value for money in all areas of the Council's spend and make recommendations to Council about necessary changes.

4.7 Review according to the schedule those policies and procedures delegated to the committee by the full Council.

4.8 Review according to the schedule the risk register, financial risk assessments and any non-financial risk assessments delegated to it by full Council.

4.9 Review in conjunction with the Clerk the council's insurance arrangements, ensuring that the property and risks are adequately insured.

4.10 Review the Asset Register annually to ensure it is kept up-to-date.

4.11 To keep the Council's governance arrangements under review to ensure it continues to follow good practice.

**Document Approval:** 

**(Chair to Melbourn Parish Council)**

**Date of Parish Council meeting:** ~~**26 November 2025**~~ **25 November 2026**

*Review Policy:* *Every 12 months*