**FINANCE COMMITTEE TERMS OF REFERENCE**

**1. MEMBERSHIP**1.1. The Parish Council may form a Finance Committee consisting of four members all of whom must be councillors.

1.2. These terms of reference will endure for the Council year until the next Annual Parish Council Meeting.

1.2. Membership of the Committee will be decided at the Annual Parish Meeting or at an Ordinary Council meeting and endure for the Council Year unless amended by council.

1.3. The Committee shall be allowed to appoint its own Chair.

**2. MEETINGS**2.1. The Committee will meet as and when necessary upon the direction of the Parish Council, Finance Committee Chair or as agreed by the Finance Committee.

2.2. The committee will meet normally in the Barley Room at Sproughton Tithe Barn

2.3. Three Councillors are required for the Committee to be quorate.

2.4. Meetings will be by summons and public notice as per Standing Orders 3.c.

2.5. Finance Committee Meetings will be public meetings subject to any variation appropriate under Standing Order.

**3. DELEGATED POWERS**3.1. The Finance Committee will have delegated power to act as the Parish Council on any Financial matter.

3.2 The Responsible Financial Officer (RFO) is responsible to the Parish Council for the proper administration of the Parish Council’s financial affairs as set out in Sproughton Parish Council Standing Orders and Sproughton Parish Council Financial Regulations. The Finance Committee will liaise with, Manage and Assist the RFO appropriately to its delegated powers to act as the Parish Council in these financial matters.

3.2. Except that any matter having an impact on other Parish Council affairs, especially legal impacts, should be referred back to the Parish Council for consideration.

**4. SPROUGHTON PARISH COUNCIL STANDING ORDERS**4.1 The Sproughton Parish Council Standing Orders are the written rules of the Parish Council and apply in every respect that they relate to this committee. Where there is any conflict between these terms of reference and the Standing Orders the Standing Orders shall apply.

**5. SPROUGHTON PARISH COUNCIL FINANCIAL REGULATIONS**5.1 The Sproughton Parish Council Financial Regulations are the written financial rules of the Parish Council and apply in every respect that they relate to this committee. Where there is any conflict between these terms of reference and the Financial Regulations the Financial Regulations shall apply.