

# **BUDGET ADVISORY COMMITTEE**

## **TERMS OF REFERENCE**

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### **Membership**

The Committee shall consist of five members of the Council. The Mayor and Deputy Mayor are ex officio members of this Committee. Whilst non-councillors can be members of committees they cannot be members of this committee as it deals with financial matters.

### **Chairman**

At the first meeting of the Committee after the Annual Meeting of the Council, the first business will be to appoint a Chairman of the Committee and Vice Chairman of the Committee.

### **Frequency of Meetings**

Meetings will be held on an ad hoc basis as and when required but shall meet not less than four times per year.

### **Quorum**

A quorum at each meeting shall be 3 members.

### **Staff Attendance**

The Town Clerk shall normally be required to attend all meetings. Other staff may, at the Chairman's discretion or the Committee's request, attend meetings as required.

### **Terms of Reference**

The Finance Committee is constituted to monitor all Dronfield Town Council income and expenditure including:

1. To safeguard the Council's funds and ensuring efficiency and effectiveness in their use.
2. To ensure that any funds are invested effectively.
3. To ensure that financial reports and management accounts are accurate and provide a good basis for financial planning.
4. To ensure that financial records and controls are adequate.
5. To agree budgets and submit them to the Council to enable the setting of the level of precept. But the actual agreement to the budget levy must be made by Full Council.
6. To review on-going income and expenditure against budgets, viring (transferring) funds between budget heads as necessary and authorising expenditure within the limits of the Council's Financial Regulations.
7. To review the Council's insurance.
8. To review the Council's reserves.

9. To review the Council's assets.
10. To ensure that proper risk management measures are in place.
11. To ensure that the requirements for the internal and external audits are met.
12. To annually assess the financial risks facing the Council.
13. The committee cannot take responsibility for
  - Levying or issuing a precept
  - Borrowing money
  - Approving the council's accounts
  - Considering an auditor's report made in the public interest
  - Confirming (by resolution) that it has satisfied the statutory criteria to exercise the power of General Competence
  - Adopting or revising the council's Code of Conduct