

Sible Hedingham Parish Council

Finance and Funding Committee Terms of Reference

1. Membership

The Chairman and Vice-Chairman of the Parish Council are ex officio members of this committee. A minimum of four other councillors are members. Co-opted members of the public are not allowed.

2. Meetings

The Committee will meet at least four times a year, additional meetings to be called by the Chairman as deemed necessary.

3. Finance and Funding Committee Remit

The responsibilities of the Committee shall include, but not be limited to the following:

- a) Prepare the annual budget for the following financial year in a timely manner and present it to full Council for consideration and approval in line with the timescale set by Braintree District Council.
- b) Monitor the budget, income and expenditure and where necessary revise the budget in consultation with the Responsible Financial Officer.
- c) Review and approve the Petty Cash.
- d) Review and approve the annual internally audited accounts prior to presentation to the full Council.

4. Budget

The Full Council will agree the budget and the Finance and Funding Committee will work within that budget.

5. Delegated Powers

The Finance and Funding Committee shall have full powers to act on behalf of the Council to deal with all issues within its agreed remit.