
**CYNGOR CYMUNDED
PENYRHEOL TRECENYDD ENERGLYN
COMMUNITY COUNCIL**

**TERMS OF REFERENCE
FINANCE COMMITTEE**

1. Membership

Six Community Council members, including the Chair. Members of the Finance Committee shall be appointed on an annual basis at the Annual General Meeting of the Community Council.

2. Quorum

No business may be transacted at a meeting unless at least three members of the Committee are present.

3. Election of chair

Chair to be elected by the Committee.

4. Delegated powers

The Finance Committee will make recommendations on Finance matters to Full Council, as approved at the AGM on 18th May 2023.

5. Standing Orders

The Community Council's Standing Orders will apply to all meetings of the Committee.

6. Meetings

6.1 Meetings will take place on a regular basis, as necessary, to be determined by the Clerk and Members of the Committee.

6.2 All Members of the Committee will receive an Agenda and Notice of meetings will be posted in accordance with all meetings of the Community Council.

6.3 Meetings shall be open to the public and press unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution, which shall give reasons for the public's exclusion.

- 6.4 The minutes of the meeting will be circulated to all members of the Committee and presented at the next meeting of the Community Council for accuracy and noting only.
- 6.5 The Code of Conduct adopted by the Council shall apply to Councillors in respect of the entire meeting.

7. Voting

All members of the Committee can vote (subject to whether they hold a personal or prejudicial interest in the item being discussed). The Chair may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her casting vote whether or not he/she gave an original vote.

8. Functions/Responsibilities

- 8.1 The Finance Committee will effectively monitor and review the financial position of the Community Council and monitor the income and expenditure against the budget.
- 8.2 The Finance Committee shall advise and recommend to the Community Council for agreement on issues relating to the following:

- Precept
- Budgetary Process
- Insurance
- Internal Audit
- Risk Assessment
- Financial Regulations
- Annual Accounts