

## TERMS OF REFERENCE

### FINANCE, ADMINISTRATION & POLICY COMMITTEE

May 2024

General Purpose: The Finance, Administration & Policy Committee (FA&P) manages the Council's financial affairs, oversees the internal administrative affairs of the Council and Emergency Response Planning and in particular

1. To prepare by end of October, Finance, Administration & Policy draft budget covering all project expenditure for the coming financial year and the following 5 financial year(s).
2. To review annually, at the beginning of each financial year, the Financial Risk Assessment document; and to minute and impose any action taken to manage risk.
3. To review annually, at the beginning of each financial year, the insurance needs and requirements of the Council.
4. To receive a monthly report on the Council's finances; to ensure that all expenditure remains in line with agreed budget, where applicable after consultation and agreement of the relevant Committee making virement of up to £5,000.00 between cost centres/codes.
5. All virements to be reported to Council, with figures in excess of £5,000 requiring the approval of Council.
6. To prepare in June, a budget consultation questionnaire to be forwarded to all households within the CPCC area and delivered with the autumn edition of Homeground.
  - To prepare annually, for submission to Council by December of that financial year, a draft Council budget for the following financial year, which takes into account budgetary requirements received from all CPCC Committees and considers the opinions of residents of the CPCC area as recorded in the budget consultation questionnaire.
  - To recommend to December Council, for approval, the precept requirement for the following financial year.
  - To inform residents via the precept letter of the outcome of the budget questionnaire consultation
  - an extra ordinary Committee meeting to source outside funding for projects to be held annually in June
7. To ensure all Committees periodically monitor their budget expenditure throughout the year.
8. To have overall responsibility for scrutinising Committee funding requests for projects not budgeted for at the beginning of the new financial year by Campbell

Park Community Council Committees; with all non-budgeted expenditure above £5000 requiring Council approval”

9. External funding must be sought for all projects before applying for internal funding.
10. To scrutinise the financial management of all the Council’s properties and to ensure correct financial and administrative processes are in place. These to include invoicing and collection of funds appertaining to the lettings of all Council’s properties, including sports grounds and any future additions to Council’s asset portfolio.
11. To direct the financial management of all repairs/alterations to all Council’s property portfolio (if not budgeted for at the beginning of financial year), whether freehold, leasehold or rented.
12. To set the precept and include budgetary requirements for the following 5 financial years where necessary.
13. To finalise at the December meeting the precept recommendation to go before Council’s December Committee.
14. To prepare in October each year a detailed draft budget covering all project expenditure for the coming financial year and the following 5 financial years.
15. To review annually the Terms of Reference prior to the Annual Meeting of Council.
16. To review annually the Freedom of Information Act prior to the Annual General Meeting.
17. To review annually the Data Protection Policy prior to the Annual General Meeting.
18. To assume sole responsibility of the Business Plan Strategy.
19. To respond to financial consultations from outside bodies.
20. To be responsible for Democratic services and councillor training.
21. To be responsible for the continuous professional development and welfare of Councillors.
22. To prepare Campbell Park Community Council, for the event of any Emergency in particular:
  - To list all possible emergencies.
  - To prioritise emergencies.
  - To list and engage partners.
  - To undertake any necessary research.

- To ensure plan is regularly revisited and updated.