



PATELEY BRIDGE TOWN COUNCIL

The Council Chamber, King Street

Pateley Bridge, HG3 5LE

www.pateleybridgetowncouncil.gov.uk/

Terms of Reference: Finance Committee

1. Scope

The purpose of the Finance Committee is to

- a) carry out the internal controls as part of the audit process
- b) review the effectiveness of internal controls annually and make a recommendation to the Full Council
- c) prepare and promote risk management policy statements in respect of all activities of the Council.
- d) together with the Clerk to draft the annual budget and recommend it to the Full Council.

2. Membership

- a) To be elected each year at the Annual Meeting in May
- b) To consist of four members, the Mayor and three councillors.
- c) The Chair of the Committee is to be elected annually at the Annual Council meeting of Pateley Bridge Town Council and shall hold office until the next Annual Council meeting
- d) The quorum of the committee is three

3. Operation

- a) The Finance Committee should meet a minimum of three times a year
- b) The Town Clerk will call Finance Committee meetings. Members will be summoned to attend meetings which will be held in a meeting room in the parish and Public Notice of the meeting shall be given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972.
- c) Minutes of Finance Committee meetings will be recorded by the Town Clerk and circulated at the Full Council meetings.
- d) The Committee has delegated authority to deal with dispensations in relation to items on the committee's agenda

4. Admission of the Public and Press

- a) The Public and Press will be admitted to all meetings of the Committee in line with the Council's Standing Orders.
- b) If required, the Committee will have the right to pass a resolution to exclude the press and public in accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 where the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item. Where the press and public are likely to be excluded from the meeting this will be advertised on the Committee's agenda.

5. Review

These terms of reference are to be reviewed annually at the Annual Council meeting.

Adopted by the Council at its meeting on 6th April 2021