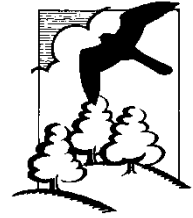


HAWKHURST PARISH COUNCIL



The Finance Committee of Hawkhurst Parish Council consists of five Councillors, the appointment of members to this Committee is decided at the Annual Parish Council meeting.

Councillors elected/co-opted after the start of the Council year will be given the option of joining the Committee if a seat is available.

The role of the Finance Committee is to oversee/manage the following aspects of the financial administration of the Parish Council including arrangements for the preparation and audit of the Council's systems and accounts.

Responsibilities

The Finance Committee shall:

Develop and, where necessary, recommend to the Parish Council policies and procedures for the financial management of the Council. Advise the Parish Council and Committees as necessary;

Oversee the investment strategies of the Parish Council and advise accordingly;

Recommend an annual budget and precept for the Council;

Monitor reserves to ensure that surpluses are not built up other than for working capital or for earmarked projects and known liabilities, ensuring that sufficient reserves are retained for future maintenance, replacement or upgrading of items for which the Council is responsible;

Monitor income and expenditure against budget and recommend appropriate action to the Council or Committees. This includes to note the financial reports on behalf of the Council¹

Budget Discussions and Recommendations

Prior to initial budget discussions all Committees and Councillors will be asked to submit a formal proposal (including costings) for any item or project they would like the Council to undertake. The

¹ The Local Government Act 1972 s101

The Committee will be responsible for assessing and recommending proposals which are submitted for budget purposes. If a proposal is not carried forward by the Committee the Councillor and/or Committee have the right to request to have the proposal is assessed by Full Council.

Initial budget discussions will take place in November and then the final budget discussions will take place in December. Full Council will meet in January to decide the final budget and precept.

The Proposals submitted by Councillors will be monitored by the Finance Committee quarterly throughout the financial year to ensure they are actioned. Once actioned the progress of any proposal will also be monitored by the Finance Committee.

Membership

The Committee may appoint working parties to undertake any specific project work as necessary.

