

## Terms of Reference for Mistley Parish Council Finance Committee

Appointed by	<b>Full Council</b>
Chairman of Committee	<b>Appointed at the first new Finance Committee. (The Chairman of the Council or the previous Committee Chairman will Chair for this first item of business).</b>
Vice Chairman of Committee (only if required)	<b>Appointed at the first new Finance Committee.</b>
Quorum	<b>This will be one third of the membership of the Committee</b>
Number of Members	<b>Limited to 5 Members</b>
Membership Renewed	<b>Annually</b>
Minimum number of meetings	<b>As required</b>
Delegated authority for decisions	<b>Yes (but not Precept)</b>
Delegated authority for own budget	<b>No</b>
Can appoint Sub-Committee	<b>Yes</b>

**Key responsibility** – To regulate, manage and control the finances, resource' and (with the HR Committee and Planning Committee) and the Cemetery and to regulate, manage and control the staffing of the Council. To recommend to the full Parish Council the annual Budget and Precept in accordance with Financial Regulations.

### **Areas of responsibility**

1. To formulate and regularly review Parish Council policies;
2. To collate and review other Committees and annual Budget recommendations, prior to recommendation to Full Council;
3. To consider long term objectives of the Council and formulate business plans (including financial management) to achieve such objectives;
4. To review financial reports provided by the RFO (Responsible Finance Officer) and oversee day to day management of the Council's finances and assets;
5. To oversee with the HR Committee, staffing matters, including agreeing staff salary increases as recommended by the /HR Committee;
6. To regularly review Parish Council procedures and policies and review at least annually;
7. Expenditure against the Council's Budget as set by the full Parish Council;
8. Coordination of Annual Budget Estimates from all Committees for recommendation to the full Council for approval and resolving the Precept request to the District Council;
9. To liaise with the Clerk and the Chairman of the Council regarding all communications and media such as the Parish Council's website, Facebook (social media), the press, radio and in conjunction with the Media Policy;
10. Review the Council's ICT provision;
11. To make resolutions and recommendations to the Council in accordance with the Council's Standing Orders and Financial Regulations;
12. Review, implement and recommend policies relating to insurance, risk management, financial control/audits (internal and external), investments, loans, legal issues, grants and schedule of grants;
13. To oversee and agree the use of any remaining S106 (Section 106 Planning Obligations of the Town and Country Planning Act 1990, as amended) in conjunction with the Planning Committee and Council;
14. To agree other funding streams including grant applications to external providers.
15. For any matters which fall outside of the Committee's delegated powers, where recommendations will be made by this Committee to the full Parish Council.

**Cemetery and Finance Committee's Key Responsibility** – The Cemetery on behalf of the residents of Mistley and Manningtree. It ensures compliance with the laws and legal framework relating to burial grounds.

### **Cemetery and Areas of responsibility of the Finance Committee (with the full Parish Council)**

1. To keep under review the provision of existing burial and interment facilities for the residents of Mistley and Manningtree.
2. To assess available options for future provision of burial and interment facilities, through development of the existing cemetery, extension of the existing cemetery or acquisition of additional land for cemetery use on a "need-for" basis.
3. To assess and budget for future maintenance, replacement or upgrading of cemetery land for which it is responsible.
4. To review and agree annually the structure of fees for services provided in the Cemetery.
5. To prepare an annual budget.
6. To oversee the day-to-day maintenance of the Cemetery via the Cemetery Manager.
7. To agree the cemetery rules and regulations.
8. To review the terms of reference of the Cemetery in relation to the Finance Committee at least annually.
9. To ensure that Cemetery records are maintained via the Cemetery Manager.
10. To make recommendations relating to relevant policies and procedures.
11. Coordinating the upkeep of the Cemetery, to include maintenance, mowing, trimming, cutting brush, repair and maintenance of grave markers.
12. To consider memorial donations requests relating to street furniture/plaques on designated seat on their respective merit for Mistley residents only.
13. To ensure consistent levels of service and standards for the bereaved and the wider community.
14. To ensure compliance with the Local Authorities' Cemeteries Order 1977 (as amended).
15. In relation to Exhumation - to ensure that Section 25 of the Burial Act 1857 is adhered to and ensure where relevant that a licence is obtained from the Secretary of State.

*Review Body: Full Parish Council. Review Period: Annually each May. **Adopted 20/05/2019. Last Reviewed 18/05/2026.***

**Next Review Date May 27.**