



# LAVENHAM PARISH COUNCIL

## Terms of Reference: Finance and Strategy Working Group

### 1. Purpose of the Group

The purpose of the Group is to assist Council with exercising its responsibilities to ensure that the Internal Control processes of the Council incorporate best practice and are reviewed at least annually and that the finances of the Council are prudently managed.

The Group is not empowered to make decisions other than to make recommendations to the Council.

### 2. Specific Tasks

#### 2.1 Process and Procedure

- Annually review the Standing Financial Regulations, including the scheme of Internal Control contained within, for compliance with the relevant legislation and best practice.

#### 2.2 Internal Control

- Recommend to Council the Internal Auditors to be appointed.
- Annually review all reports from the Internal Auditor.

#### 2.3 Financial Management

- By the end of November each year, review the in-year expenditure to date in the revenue and capital budgets and prepare a 3 forecast and budget for the following financial year to be presented to the Council at the December meeting.
- By the end of November each year, recommend a Precept for the following year to the Council at the December meeting.
- After the ends of months 4 and 8 of the Financial Year carry out a rebudgeting exercise for the review of the full Parish Council in session.
- After the ends of months 4 and 8 of the Financial Year and as part of the Precept recommendation review the Reserves (both useable and earmarked) for adequacy.
- Ensure that a rolling 3 year Capital Budget is in place.
- Management of the Community Infrastructure Levy(CIL) accounts to include:
  - i. Scrutiny of on-going projects
  - ii. Scrutiny of receipts
  - iii. Consideration of potential new bids for CIL funds
- Evaluate all tenders and prepare reports with recommendations to the Council

### **3. Membership and Quoracy requirements**

- Comprise the Proper Officer and all Councillors.
- Be quorate when 3 members are present, of whom one must be the Proper Officer.<sup>1</sup>

June 2024