

DRAYTON PARISH COUNCIL

GOVERNANCE COMMITTEE

TERMS OF REFERENCE

The Committee Membership

The Committee will be made of up to 7 councillors appointed at the Annual Parish Council meeting. The committee will be quorate with 3 members present.

Non-committee members may attend meetings for observation

Meetings of the Committee

The Committee will have a quarterly schedule of meetings.

Committee Objectives

1. Formulates budget and precept recommendations using committee budgets if applicable, for consideration of full council. This task will be guided by the budgets prepared by the RFO for the committees
2. Consideration of audit reports from both Internal and External Audit. These reports will be presented by the RFO and will be accompanied by recommendations made by the RFO and the reasons for those recommendations
3. Appointment of Internal Auditor
4. Review Auditing Controls including Financial Regulations, Standing Orders for adoption by full council. Additional audit controls: Bad Debt Policy
5. Review and recommend donations to be made by the council.
6. Reviews year end accounts and reserve funds for recommendation to the full council.
7. Reviews risk management of the council. This will be done using the Local Council Risk System prepared by the Clerk / RFO
8. Review other policies as required, and identified in this document as required by law or for best practise.

Reporting

The Governance Committee reports to Full Council through its minutes.

Date of adoption: 2nd July 2020

Reviewed: March 2022

Date to be reviewed: March 2023