



Terms of Reference

Finance Committee (Internal Control) 2026/27

1. Authority

The Finance Committee is appointed by, and solely responsible to Clayton Parish Council. The Committee's duties are defined and agreed by the Main Council, which may vote, at any time, to modify the Committee's powers. The Committee has delegated powers, to act on behalf of the Council, to deal with effective financial management.

2. Frequency of meetings

The Finance Committee will meet every 3-months, at the end of each financial quarter or as required.

3. Membership

The Committee should ideally consist of no fewer than five elected parish Councillors, (although three would be quorate) and at its first meeting will be to elect a Chairman to preside over future meetings to be re-elected each year following Annual Parish Council meeting. A quorum will be a minimum of three elected Members. The Chairman of Clayton Parish Council will have ex-officio membership and full voting rights.

The membership for 2026/27 will consist of the following Councillors:

Cllr Wadsworth (ex- officio)
Cllr Ruthie Houldsworth
Cllr Heather Brons
Cllr Carol Thirkill

4. Records of Proceedings

The Committee will meet as a minimum every 3-months or greater as and when necessary. Written minutes will be taken to record the Committee's decisions and will be circulated to all members and adopted at the next meeting. The Parish Clerk will be responsible for arranging the recording and distribution of the minutes.

5. Responsibilities

The responsibilities of the Committee are:

- To establish policies and procedures to ensure that financial management is governed effectively and follows best practice;
- To review the financial accounts of the Parish Council at the end of each quarterly financial period and approve the quarter-end financial position;
- To provide oversight of the financial accounting regulations and review the Financial Standing Orders accordingly;
- In conjunction with the Responsible Finance Officer prepare a budget for the council to consider.
- To consider any recommendations from the staffing committee for salary changes to staff.

Confirmed by resolution at a full council meeting, in public: [REDACTED]