

STALHAM TOWN COUNCIL

Terms of reference for Finance, Admin & General Data Protection Committee.

Membership

Chairs of the two Council Standing Committees, plus 2 Councillors and ex-officio Chair and Vice Chair.

Quorum

A quorum will be 4 full members

Frequency of meetings

Meetings to be held as agreed in the Meeting List as approved at the Annual Parish Council Meeting or as deemed necessary.

Objectives.

Financial:

1. Monitor expenditure and income against budget throughout the year;
2. Annually, review the revenue, receipts and capital plans received from each committee and prepare a draft budget for the following year and forecasts for the subsequent two years for consideration by the Full Council : this should include an estimate of the precept and forecast change in reserves for the following year;
3. Authorise as necessary the acquisition and use of banking services including credit cards and Internet banking transactions;
4. Consider advice from the Council's External and Internal Auditors and make recommendations to the Council;
5. Ensure that all computer records are regularly backed up, and stored securely and that the Council's computers are properly protected with antivirus software and is operating up to date software.
6. Ensure that the Council has an adequate disaster recovery plan to cope with emergencies, including unexpected significant staff absences;
7. Review annually the Council's insurance provision to ensure that the cover is adequate and good value for money;
8. Review at least annually the financial regulations and make any necessary recommendations to the Council;
9. Review at least annually the effectiveness of the Council's system of internal financial control.
10. Review the Council's governance policies in line with the agreed policy review schedule and make recommendations as necessary to the annual meeting of the Council.
11. To review the Council's reserves and reserves policy making any necessary recommendations to full council.

12. To formulate, for the approval of the Full Council, strategies and policies for the effective management and control of the administration and governance of the Council.
13. Have overall responsibility for the editorial and advertising content and production of any printed publication, Council's website and the text alert service or for any publicity required if the Council decides to take part in an event or activity.

GDPR:

1. To ensure the Councils' data audit is reviewed and updated if necessary, annually.
2. To ensure any changes in Data Protection Legislation are considered.

Status

This will form a Standing Committee of the Council.

These terms of reference were approved by Full Council on 9th May 2022