



Curtlee Hill, Wootton, NN4 6ED

Tel: 01604 705055 Email: clerk@woottonparishcouncil.gov.uk

www.woottonparishcouncil.gov.uk

**Finance & Community Centre Committee
Terms of Reference**

1. The Finance & Community Centre Committee is a committee of and shall operate within the Standing Orders adopted by Wootton Parish Council.
2. This is a Standing Committee with delegated powers: -
 - A power to decide
 - A power to spend as per allocated budgets to a maximum of £5000 per transaction
3. Full Council will determine the appointment of members at the Annual Parish Council Meeting. If at the discretion of the Chair, a Councillor is present at a Committee Meeting and they are not a Committee Member, they may be invited to join in a discussion on an agenda item but cannot vote.
4. The Chairman will be appointed at the first meeting of the Committee following the Annual Parish Council Meeting
5. The quorum shall consist of 3 (three) members
6. The Committee will meet on the first Monday in March, June, September, November & December

Finance

7. The Committee shall co-ordinate Budget and Precept preparations bringing final proposals to the full Council at its January meeting.
8. The Committee shall monitor income and expenditure against the budget on a regular basis. It may recommend any review of the budget deemed necessary and a half yearly review of the budget shall be undertaken each October.
9. The Committee shall ensure that the Council's Financial Procedures and systems are reviewed quarterly and that the Council abides by all statutory requirements in relation to its accounts, finances and internal control.
10. The Committee shall ensure that the Council responds positively to reports from both the Internal and External Auditors.

11. The Committee shall review all policies of Wootton Parish Council on an annual basis to ensure that they are fit for purpose and shall make recommendations to full Council regarding adoption.
12. The Committee shall carry out an annual review of the effectiveness of internal control and report to full council.
13. The Committee shall carry out an annual financial risk assessment of the council and report this to the full Council.

Community Centre

14. The Committee will ensure Wootton Community facilities & services are of a high standard.
15. The Committee shall agree a schedule of fees for the hiring of the Community Centre, its pitches and MUGA. This schedule will be reviewed annually.
16. The Committee shall conduct an annual review on bar tariffs.
17. The Committee shall maximise the use and revenues of Wootton Community & Sports Centre.
18. The Committee shall ensure that relevant health and safety legislation is current and implemented.
19. The Committee shall determine the Terms & Conditions of use of the facilities.
20. The Committee will conduct rent reviews for tenants in line with leases.
21. The Committee will ensure that the pitches, open spaces, outdoor gym and play areas associated with the Community Centre are maintained.