

## **Harberton Parish Council Finance Committee Terms of Reference**

To make recommendations to the Parish Council with regard to:

1. Developing a scheme for the distribution of monies received as community benefit from operators of sustainable energy installations.
2. To receive applications for financial assistance from:
  - a. the Community Benefit Fund Grant Scheme
  - b. the Parish Council's Grant Scheme
  - c. the Parish Council's annual budgetand recommend grants to applicants which meet each scheme's requirements.
3. To monitor the working of the schemes and make recommendations on any appropriate changes.
4. To assist in the preparation of the Council's annual budget and its monitoring during the financial year.
5. To undertake an independent review of bank reconciliations and bank statements.
6. To advise on employment conditions and other personnel related matters.
7. To advise on any other financial matters affecting the Parish Council's operation.

The Finance Committee will normally meet quarterly, but may hold additional meetings where required.

Membership of the Committee will consist a minimum of four councillors, comprised of councillors from both wards, and must include the Chairman or the Vice Chairman.

The Committee will be served by the Parish Clerk as the Responsible Finance Officer.