

# Schemes of Delegation

## 1 Finance & Governance Committee

### 1.1 Purpose

To deal with all matters concerning finance, governance, administration and assets.

### 1.2 Terms of Reference

To manage the Council finance, governance and administration. This includes:

- Budget & finance, including planning/annual budgets/~~payment of accounts receipts and payments/banking~~/financial audits/ setting of fees & charges. **Monitor financial and management accounting procedures.**
- Premises ~~&~~ Capital Assets **and insurance.**
- Capital projects and spend.
- Licences, leases and agreements.
- Grant Aid requests.

### 1.3 Committee

Councillors will be agreed at the Annual Statutory Council Meeting or at any subsequent Full Council Meeting. Substitute members are permitted, provided two days' notice has been given to the Proper Officer.

### 1.4 Quorum

Three members must be present for this meeting to commence.

### 1.5 Meetings

The Committee meets on dates and times as approved by the Committee and will usually take place in the Council Office or Village Hall (Small Hall). Extraordinary meetings may be arranged if deemed necessary.

### 1.6 Scheme of Delegation

- a) To **agree** effective procedures for monitoring the budget. **To prepare a draft Annual Budget for the consideration of the Full Council at the November meeting. To prepare and submit a final Annual Budget for approval to the Full Council no later than the January meeting of each year.**
- b) To **authorise** expenditure ~~within approved budgets~~ in accordance with the Financial Regulations.
- c) To **authorise** the transfer of funds between the Councils two bank accounts.

- d) To **approve** any virement and supplementary budget requests within the Council's agreed overall budget.??
- e) To **approve** the level of delegation to the Clerk for the day to day financial management of the Council and its services.
- f) To **approve** recommend changes to the Council's Fixed Asset Register to Full Council.
- g) To **approve** a health and safety policy, with respect to premises and assets, that complies with legislation and to ensure that appropriate checks and assessments are carried out and prioritised for necessary action. monitor all policies and other governance documents, except those relating to employment, to ensure that they are up-to-date. Propose amendments to Full Council as required.
- h) To **approve** capital expenditure and planned and preventative maintenance expenditure with respect to premises and assets.
- i) To **act** on behalf of the Council in relation to any planning applications it proposes to make.
- j) To **approve** the actions needed to address any issues identified through external review and to monitor and evaluate regularly the implementation of any plan agreed.
- k) To **review** all licences, leases and agreements (other than Lewes Road Allotments) and make recommendations in respect of any amendments to Full Council.
- l) To consider and ultimately **approve** requests from organisations for financial donations in accordance with the Council's Grant Aid Policy.
- m) To **approve** programmed service expenditure within budgets agreed by full Council.
- n) To **approve** recommend remedial action where projected out-turn variation on the whole committee budget exceeds 5%.
- o) To **approve** recommend the tendering and selection of contracts.
- p) To **approve** the selection of contractors.
- q) To **review** annually and update the Financial Regulations, ensuring that they are observed and **make appropriate recommendations** to the Full Council.
- r) To **ensure** that all reserves are managed in line with the Council's Financial Regulations.
- s) To **receive and review** both internal and external audit reports and make recommendations to Full Council.
- t) To **oversee** all legal matters, except those relating to employment, and make recommendations to Full Council.

## ~~1.7~~ — **Budget Statement**

~~The Committee shall prepare and submit a draft annual budget for approval to the December Full Council Meeting and prepare and submit a final annual budget for approval to the Full Council Meeting no later than January of each year.~~

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## **1.8 Appointment of sub-committees, panels, working or task groups**

The Committee shall appoint panels, temporary working or task groups relevant to the functions of the Committee and receive reports from them and may request the Full Council to establish any relevant subcommittees.

## **2 Council Chairman - Clerk's Overtime Payment**

### **2.1 Scheme of Delegation**

The confirmed minutes of the Council meeting held on Tuesday 13<sup>th</sup> September 2016 recorded the following decision:

0085 **RESOLVED** that the Chairman could approve up to 8 additional hours a month for the Clerk and that any additional hours accrued by the Clerk would be reported to the next available Parish Council Meeting.