

**CYNGOR CYMUNED  
LLANFIHANGEL-AR-ARTH  
COMMUNITY COUNCIL**

**TERMS OF REFERENCE:  
FINANCE SUB-COMMITTEE**

Mabwysiadwyd/  
Adopted:  
21.10.2024

# LLANFIHANGEL-AR-ARTH COMMUNITY COUNCIL

## TERMS OF REFERENCE

### **Finance Sub-Committee**

The Committee (usually 6 members) shall be appointed at the Annual Meeting of the Community Council in May of each year.

**Quorum** – will be 3 members of the Committee.

The Committee shall meet at least four times during the year, in January, April, July and October at a date prior to the meeting of the Full Council during those months. Additional meetings may be convened on the basis of need.

### **Terms of Reference**

1. To monitor and update the Financial Regulations and ensure that they are observed by the Council.
  2. To monitor the financial administration of the Council.
  3. To prepare the detailed budget of the Council and recommend to the Full Council the annual budget and the annual precept to be levied.
  4. To ensure that the Clerk / Responsible Financial Officer prepares the accounts of the Council and arranges the internal and external audits.
  5. To review both General and Ear Marked Reserves and recommend any changes to the Full Council.
  6. The presiding Community Council Chairman each year shall automatically be a member of the Committee.
  7. The Clerk / Responsible Financial Officer is responsible for the proper administration of the Community Council's financial affairs and for the maintenance of any documents and records necessary to ensure effective fulfilment of the Committee's duties in accordance with the document "Governance and Accountability for Local Councils in Wales."
  8. The Clerk / Responsible Financial Officer shall minute the proceedings and resolutions of all meetings as well as maintain a register of members' attendance.
  9. Minutes of the Finance Sub-Committee shall be circulated promptly to all members of the Committee and shall be considered and approved at the next full Community Council meeting.
  10. Items to be discussed at the meeting shall be limited to those listed on the Agenda for the meeting. The Agenda shall be circulated to all Committee members in advance, giving at least three clear days' notice.
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