

# LITTLE ABINGTON PARISH COUNCIL

## TERMS OF REFERENCE: COMPLIANCE WORKING GROUP

### Membership

- Three Parish Councillors nominated at the Annual Meeting of the Parish Council
- Responsible Financial Officer and Proper Officer for the Parish Council i.e. the Clerk
- Chair. Chairman of the Parish Council if a member of CWG, otherwise a nominated Parish Councillor.

### Role of CWG

- Assuring compliance with the Parish Council's Financial Regulations
- Support Clerk as Responsible Financial Officer and Proper Officer
- Budget planning and drafting annual precept
- Monitoring budget and preparation of financial reports to the Parish Council
- To oversee preparation of annual audit
- Review Risk Management arrangements
- Review insurance and assets prior to policy renewal
- Ensure good value for money obtained on contracts ( e.g. maintenance contract) and other major expenditure
- Ensure adequate internal controls are in place.
- Initial review of draft LAPC policies prior to discussion of final draft and ratification by LAPC
- Review Clerk's salary, hours and expenses.

### Decision making and authority

- The CWG is not a decision-making forum unless with prior agreement of full Parish Council.
- CWG makes recommendations for the Parish Council to consider
- Any decisions made outside a full Parish Council meeting must be reported to Parish Council as soon as practically possible
- CWG is not a committee of the Parish Council and as such is not required to meet in public.
- Meeting notes will be kept and reported to the Parish Council.

### Meeting schedule and quoracy

- Minimum 2 meetings per annum. Additional meetings may be required.
  - **Oct/Nov** to review half year income and expenditure and prepare report thereon; to consider need for interim audit and to draft budget for next year.
  - **April/May** accounts and audit preparation, receipt and review of Internal Audit Report and prepare Annual Return to Audit Commission, review Parish Council policies, Risk Management arrangements
- At least two members of the Group and the Clerk must be present.

Reviewed and updated May 2017

Next review 2019

Signed.....LAPC Chairman

Date.....

*CWG TOR rev2017*