

# Finance and Governance Lead Councillor Terms of Reference

25 May 2023

## PURPOSE OF THE FINANCE AND GOVERNANCE LEAD COUNCILLOR

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### GENERAL

1. The Parish Council will appoint the Lead Councillor and determine the role and functions.
2. The Terms of Reference should be read in conjunction with the Parish Council's adopted Standing Orders and Financial Regulations.
3. In applying the Terms of Reference, the Lead Councillor is empowered to consult, insofar as they might consider it necessary or desirable, with the full council.

### POWERS

Lead councillors have no delegated powers and cannot make decisions on behalf of the Parish Council. Any recommendations made by lead councillors will be subject to the approval of the Council.

## ROLE AND FUNCTIONS

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1. To overview the management and financial control of the Council's financial affairs in accordance with the current Accounts and Audit Regulations, and the Internal Financial Control Policy.
2. To verify that the Council's governance and finance are operated in line with the current Practitioners' Guide.
3. To liaise with the Clerk regarding matters of concern raised by full Council regarding the Council's governance and finance.
4. To provide a primary point of contact for the Clerk regarding matters relating to the Council's governance and finance.
5. To hold meetings with the Clerk as required.
6. To report issues and matters of concern to full Council, and update full Council as required.

## REPORTING FUNCTION

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The Lead Councillor will provide an update to full Council at the ordinary Council meetings as required including:

- any issues or matters of concern;
- results of any checks with recommendations as required;
- recommendations for Council approval.