

**BENTHAM TOWN COUNCIL**  
**Finance Committee Terms of Reference 2024**

To review financial regulations and make recommendations to the Council.

To monitor financial progress of the council expenditure and to prepare the annual budget for the Council's approval.

To ensure that an adequate and effective system of internal control is in place to secure the integrity of finances, passing an annual review of the internal controls to the Council.

To review quarterly the income and expenditure on all budgets. To review and approve financial risk.

To review the effectiveness of the internal audit annually and pass to the Council for approval.

To consider and take appropriate action on all reports arising from both internal and external auditors after consultation with full Council.

To approve the quarterly VAT return prior to on-line filing

To review regularly (at least every three years) the Council's banking, investment and insurance arrangements, making recommendations to the Council on amendments & changes as required.

To review salaries and wages annually and to make recommendations to the Council on salary / wage increases.

To deal with all matters appertaining to staff, subject to all new employees being approved by the Council.

To oversee the appointment of staff.

To deal with personnel matters in general (and in particular: recruitment procedures, training, staff welfare, appraisals, contracts & job descriptions, discipline, H&S at work legislation)

**REVIEWED AND APPROVED AT FULL COUNCIL MEETING OF 18<sup>th</sup> MAY 2020.**

**REVIEWED AND APPROVED AT FULL COUNCIL MEETING OF 16<sup>th</sup> MAY 2022.**

**REVIEWED AND APPROVED AT FULL COUNCIL MEETING OF 2<sup>nd</sup> MAY 2023**

**REVIEWED AND APPROVED AT FULL COUNCIL OF 6<sup>th</sup> May 2024**

**To be reviewed annually at May council meeting.**

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