



**Cornelly Community Council
Cornelly Community Centre
Heol Las, North Cornelly CF33 4AS**

**Cornelly Community Council Finance Committee
Terms of Reference**

The Finance Committee Terms of Reference were adopted by Council on 22nd May 2024.

1. Committee

- The Finance Committee is constituted as a Standing Committee of Cornelly Community Council.

2. Members

- Membership shall be all members of the Council, including the Chair and Vice Chair of the Council being ex-officio, appointed annually at the Annual General Meeting.
- The quorum of the Committee shall be three members.

3. Chair

- The Chair to be elected annually by the Committee at their first meeting after the Annual General Meeting of Cornelly Community Council in May.

4. Meetings

- The Committee will meet four times per year.
- The Clerk shall attend the meetings.
- The Committee will review the Terms of Reference each year at their first Meeting after the Annual General Meeting of Cornelly Community Council in May.
- The Finance Committee Meeting shall be for a maximum not exceeding two hours, with any unfinished business being taken at the beginning of the next Finance Committee Meeting.
- All Meetings are open to the public and press.

5. Interests

- If a Member has a personal interest as defined by the Code of Contact adopted by the Community Council, then he/she shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.
- If a Member who has declared an interest then considers the interest to be prejudicial, he/she must withdraw from the room during consideration of the agenda item to which the interest relates.

6. Voting

- Only Finance Committee Members may vote and participate at a meeting.
- In the case of an equal vote the Chair shall have a second or casting vote.

7. Minutes

- Minutes of meetings will be produced by the Clerk and be submitted to Full Council for approval.
- Minutes will be open for inspection by Members of the Community Council or the public.

**Adopted: May 2024
Next review: May 2025**



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8. Responsibilities

- Overall responsibility for the management of the Council's financial affairs in accordance with legislative requirements, regulations and guidelines.
- Authority to establish Financial Sub-Committees as required and appropriate, ensuring all such Sub-Committees report to and forward all recommendations/reports to the Finance Committee

**Adopted: May 2024
Next review: May 2025**