

Aldbury PC Working Groups Membership and Terms of Reference - 2025

1. Finance Working Group

This role provides a point of contact and liaison for the Clerk and Council

- This role enables there to be a Councillor who is a 'specialist' in this area
- This is an advisory role with no delegated powers of responsibility or decision making
- A Cllr acting in this role must not act individually on behalf of APC
- All decisions must be brought to the full council for discussion and decision making
- There is no delegated budget allowance for this role

Membership: Cllr Webb, Cllr Warren, Clerk/ RFO and 3rd Member to be confirmed

Meetings (in person or remote): Quarterly to ensure and check that APC complies with the requirements of Governance and Accountability for Smaller Authorities in England

Terms of Reference:

- 1) Review and monitor the internal controls
- 2) Verify invoices and payments
- 3) Verify income and invoices issued by APC
- 4) Review bank reconciliations
- 5) Review budget expenditure and income against actuals
- 6) Prepare draft budget (preliminary discussion September/October)
- 7) Review GDPR requirements

Formal written report to Council: Monthly by RFO (pre meeting documents under agenda item: FINANCE and INTERNAL CONTROLS – GOVERNANCE, POLICIES AND PROCEDURES)

2. Aldbury Sports Club liaison (working group)

Membership: To be confirmed at the meeting on 12th May

Meetings (in person or remote): When required

Terms of Reference:

- 1) To liaise with the Aldbury Sports Club on matters relating to the Recreation Ground hire
- 2) To review the current relationship between the APC and ASC
- 3) To set out a proposal for continuing the relationship between the APC and ASC which is to include benefits to the community
- 4) To review the current hire and grass cutting fee of the Recreation Ground

Formal written report to Council: When required, to be added to the agenda for full council to discuss and approve any proposals/agreements.

There is no delegated budget allowance for this group.

3. Ashridge Estate Committee – Representative for Aldbury Parish

The constitution states that the representative has to be appointed by the Parish Council but does not have to be a member of the Council.

Member: Cllr White.