



## **Investment Committee**

### **Terms of Reference**

## **Introduction**

HWPC recognises that the Council has funds surplus to day to day requirements that are available for investments. These funds are made up general reserves, CIL and commuted sums in respect of the Kings Barton Development.

HWPC has agreed to invest these funds, taking expert investment management advice, in order to ensure there will be funding available to meet the future infrastructure needs and enhancement projects of the community.

In May 2025 HWPC agreed to set up an Investment Committee to delegate the decisions that are required to make informed and robust choices for the investment of these funds.

## **The role of the Committee**

The Committee will be responsible for all investment matters that the Parish Council would be expected to deal with. This includes:

### **1. Investment Policy**

Reviewing and recommending updates to the council's investment policy.

### **2. Investment Strategy**

Developing, recommending and regular reviewing an investment strategy that aligns with the council's financial short term and long term needs and objectives.

### **3. Risk Management**

Identifying the Council's investment risk profile, assessing financial risks associated with investments and recommending mitigation strategies.

### **4. Agree types of investment appropriate to HWPC**

Further to the advice from the expert investment manager to agree the appropriate investment vehicles and ethical stance of the Council's short term and long term needs and objectives.

### **5. Performance Monitoring**

Regular reviews with the expert investment manager in order to monitor the performance and suitability of investments in line with the Council's short term and long term needs and objectives.

### **6. Due Diligence**

Ensuring appropriate due diligence is conducted on any potential investment opportunities.

### **7. Compliance**

Ensuring all investment activities comply with relevant legislation, statutory guidance on Local Government Investment (Local Gvt Act 2003) regulations, and the council's financial regulations.

### **8. Reporting**

Providing regular reports to the full council on investment performance, risk assessments, and recommendations. Publish the investment strategy and related policy on the Council's website. Provide residents with investment portfolio valuations on request.

## **9. Understand Council's financial requirements**

Identify of the short and long term infrastructure requirements of HWPC and tailor the Council's investment planning to meet these needs where possible.

### **Membership of the Committee**

The Investment Committee is one which deals with the finances available for investment the and therefore the Committee may not include non-Councillors. Membership of the Committee and the Chair of the Committee is to be agreed by the Full Council.

### **Meetings**

Meetings will be held at three times a year and, where possible, before a Full Council meeting. Meetings will be held in public and will follow the Council's Standing Orders.

In addition meetings should be held when a substantial commuted sum is due to be handed over by CALA, when an investment decision needs to be made or when concerns have been made regarding the return on the investments.

### **Agendas and Minutes**

The agenda for the meeting will be drawn up by the Clerk. Committee members can inform the Clerk of any matters that they wish to see discussed at the meeting up to 4 days prior to the meeting. The agenda will be published on the Parish Council's website and posted on the village noticeboards in the parish. The minutes of the meetings will be published on the Parish Council's website as soon as is practicable but before the next meeting.

### **Finance**

The Committee will have budget for room hire. The Clerk's time and other expenses will be taken out of the overall Council budget.