

## **FINANCE AND GENERAL PURPOSES COMMITTEE**

### **OPERATION AND TERMS OF REFERENCE**

#### ***Membership etc***

- 1 The Committee shall comprise the Chairman and Vice-Chairman of the Parish Council and not less than two other Members of the Parish Council.
- 2 The Committee shall meet at least once a year (normally in November at the start of the budget preparation process for the next following year) and on such other occasions as may be necessary.
- 3 All Members of the Council may attend meetings of the Committee and speak at meetings with the permission of the Committee Chairman, but may not vote unless they are a Member of the Committee.
- 4 Meetings of the Committee shall be open to the public unless a resolution is passed excluding the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960 or subsequent legislation governing such matters.
- 5 The proceedings of the Committee (eg quorum, voting, etc) shall be governed by the Parish Council's Standing Orders.

#### ***Terms of Reference***

- 6 To consider the detailed budget of the Council and to recommend to the Council the annual concurrent and precept budgets and the annual precept to be levied for the Parish.
- 7 To review Standing Orders, Financial Regulations, terms of reference of any committees and all procedures and policies and make recommendations to the Council for amendments or additions.
- 8 To consider any matters referred to it by the Parish Council whether with a view to report back to the Council or, if the Council so determines, on a fully delegated basis. <sup>(1)</sup>

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<sup>(1)</sup> *This could include matters such as staffing, additional financial reporting (eg progress of actual expenditure compared with budget), contract and tendering arrangements or one-off items such as purchasing or consultation responses. However this list is for illustration only and does not form part of the Terms of Reference.*