BRUNDALL
PARISH COUNCIL

Finance Group

Terms of Reference

The Finance Group was created to monitor the finances of the Parish Council.

1. Membership

The Group will consist of the Chairman of the Parish Council, Chairmen of the Land Management and Recreation and Wellbeing Committees, Clerk to the Parish Council, and RFO (if a separate position). Additional members of the Council may also be appointed up to a maximum of 5 elected members.

Membership will be confirmed at the Annual Meeting of the Parish Council.

2. Responsibilities and Areas of Operation

The Group was created to monitor the budget and finances of the Council. This will include:

- Regular meetings (quarterly or every 3 months) to monitor the actuals vs budget figures
- Meeting(s) in October/November to review the next year's proposed budget
- Meeting(s) in April/May to review the Year End financial position
- Make recommendations to full Council of any virements or realigning of budget positions

The Group will arrange its own meetings and schedule of work.

Any recommendations will be made at the next full Council meeting.

3. Powers

The Group has no power to make decisions on behalf of the Parish Council, but may make recommendations to the full Council.

4. Meetings

The Group does not meet in public, therefore Standing Orders are not applicable, although the Code of Conduct still applies to any Councillor who is a member.

Formal agendas and minutes are not required.

The Clerk to the Council will be notified of any meeting with at least 3 working days notice.

The quorum of the group shall be 3 elected members.

The frequency of meetings will be as required.