

**WALMER PARISH COUNCIL
TERMS OF REFERENCE FOR
THE FINANCE & GENERAL PURPOSES COMMITTEE**

MEMBERSHIP

- The Finance & General Purposes Committee *may* consist of six councillors (plus the Chairman and Vice Chairman of the Parish Council, unless they signify that they do not wish to serve) who shall be elected, and may be re-elected each year at the Annual Meeting of the Parish Council.
- All Councillors *can* receive papers for committee meetings and have the right to attend meetings and speak but not vote on Agenda Items unless co-opted.

PROCEDURES

- The Committee will operate in accordance with Local Government law and in accordance with the Council's Standing Orders.
- At the first meeting of the Committee after the Annual Meeting of the Parish Council the Committee shall elect a Chairman and Vice Chairman for the forthcoming year from amongst the Committee membership. The Chairman and Vice Chairman may be re-elected.
- At the first meeting of the Committee after the Annual Meeting of the Parish Council the Committee shall appoint two Councillors to act as Council Auditors for the forthcoming year from amongst the Committee membership, unless previously appointed by Council. Council auditors may be re-appointed but the same two auditors cannot run concurrently for more than three years.
- The Committee will submit minutes of meetings to the next meeting of the Parish Council and seek approval for recommendations made.
- The Committee will submit a budget (if required) to the Council for the forthcoming financial year at the appropriate meeting (normally November).
- The Clerk to the Council or an appropriate officer shall provide administrative support for the Committee.

FREQUENCY OF MEETINGS

- The Committee will normally meet during June, October, February and April of each year but may meet at other times if required.

COMMITTEE FUNCTIONS

The Committee shall:-

- Monitor the Council's expenditure and draw the attention of the Council to any matters of concern.
- Prepare precept estimates for consideration by the Council.
- Consider all applications for financial assistance and make recommendations to Council on grants to be awarded.
- Monitor the existing grants policies and procedures and make recommendations to Council on any changes required.
- Undertake an annual review of the financial management procedures and financial regulations of the Council and make recommendations on any changes required.
- Discuss and make recommendations to the Council on other matters delegated to the committee currently : -
 - a) Publicity & Publications
 - b) Health & Safety Policy
- To nominate appropriate liaison officers, representatives or sub-committees to facilitate the work of the committee unless previously appointed by the Council.
- To undertake any other functions as may be required by Council.

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