

WICKHAM MARKET PARISH COUNCIL

Finance and General Purpose Committee



Terms of Reference and Delegation arrangements

1. Objective

- 1.1. Manage financial information for presentation to the full council providing advice and support.

2. Membership

- 2.1. The Committee shall consist of up to SIX Councillors appointed at the Annual Meeting of the Parish Council each May.
- 2.2. All members of the committee must be councillors.
- 2.3. The Chair will be appointed at the Annual Meeting of the Parish Council or a subsequent full Parish Council meeting.
- 2.4. The Quorum for a meeting will be a minimum of three members.

3. Meetings

- 3.1. The Committee will meet on a bi-monthly basis on the 1st Monday of January, March, May, July, September and November.
- 3.2. The Committee will produce a Schedule of Meetings.

4. Rules & Regulations

- 4.1. The National Code of Conduct will apply to all members of the Committee.
- 4.2. The conduct of meetings (declaration of interests, debate, voting etc) will be governed by the Council's standing orders.
- 4.3. Decisions are determined by a majority vote. In line with Standing Order 3 r, in the event of equal votes, the Chair may exercise a casting vote.

5. Rights & Powers

- 5.1. The Committee will have limited delegated powers to:
- 5.2. Power-to-spend limited to a specified amount within individual budget headings previously approved by the Parish Council.
- 5.3. May make recommendations to the Council for consideration and approval.
- 5.4. The Finance and General Purpose Committee will have the delegated power to approve payments that are within the budget class of expenditure up to £5,000 at any one time, which will be reported to full council at the next meeting
- 5.5. Convene Special Meetings in accordance with the Council's Standing Orders.

6. Responsibilities

- 6.1. All members should be bank signatories with access to electronic banking.
- 6.2. Draft a 3-year plan.
- 6.3. Create the Annual Budget and proposed Parish Precept for presentation to full council at the January Parish Council meeting.
- 6.4. Review the Council's Standing Orders, Financial Regulations and Risk Management on a regular basis in conjunction with the Clerk/RFO.
- 6.5. Approve Revenue and Capital grant applications, as requested.
- 6.6. Review Parish Council governance documents and recommend to Council for Approval.
- 6.7. Monitor Cemetery Charges and recommend any changes to full Council for Approval.
- 6.8. Monitor Allotment fees and recommend any changes to full Council for Approval.
- 6.9. Regularly review the Parish Council's Asset Register.
- 6.10. Approve payments that are within the budget class of expenditure up to £5,000 and provide the Council with a report of such approvals at each meeting.