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.