

**Four Marks Parish Council**  
**Finance & General Purposes Committee**  
**Terms of Reference**

**Objective**

To prepare and propose the annual Budget, provide governance and oversight of all Parish Council related financial matters, and management of Staff, contracts and contractors and to ensure propriety and transparency at all times.

**Definition**

The Finance & General Purposes Committee is defined as a Standing Committee pursuant to Standing Orders Section 4.

**Membership**

The Committee shall comprise of a minimum of four members of the Parish Council, and shall include the Chairman, Vice Chairman of the Council, and Chairmen of both the Open Space and Planning Committees, as elected each year at the Annual Meeting of the Full Council. Should the Vice Chairman hold Chairmanship of one of the Committees, any other Parish Council member shall be appointed and will have full Committee rights when attending as members.

The Chairman will preside over meetings. If the Chairman is not present, the Committee shall elect from its members a Councillor to act as Chair.

Quorum for all meetings shall be **one half of its members, but no less than three, as per Standing Order 4(d)(viii)**.

**Attendance**

Apologies are to be sent to the Executive Officer or meeting clerk in advance of the meeting. If absent for six consecutive months, cessation from the Committee will be automatic unless there is statutory excuse eg. long term sickness. (Standing Orders Section 3.u)

**Meetings**

Meetings will be held quarterly, or ad hoc as necessary.

Three clear days' notice of the meeting shall be given, this does not include the day on which the notice was issued or the day of the meeting.

The Chairman of the Committee or the Parish Council may summon an additional meeting at any time. An additional meeting may also be summoned by two members of the Committee by requesting such a meeting in writing to the Executive Officer (Standing Orders Section 6.d).

The Chairman of the Parish Council shall be notified of all meetings and agenda items and may attend, if they are not a member of the Committee, should they so wish.

All meetings shall be conducted according to the requirements of Standing Orders.

Committee members are responsible for familiarising themselves with details of the agenda items to be discussed.

Additional Agenda items shall not be permitted, with the exception of late and time defined items. However, any member may request a postponement to allow further investigation.

All meetings will commence with an "Open Session" (Standing Orders Section 3.d).

### **Powers**

The Committee is empowered to discuss, respond and initiate all relevant and associated financial aspects and procedures, subject to restrictions set out within the current Financial Regulations, for ratification of Full Council.

### **Minutes**

Minutes of all formal meetings will be taken by the Executive Officer or meeting clerk and circulated to all Council members.

### **Financial Delegation**

All financial expenditure shall be approved prior to the commencement of work by full council unless previously delegated. Matters of an urgent nature to the value of £1000 may be authorised by the Executive Officer in accordance with the Council's Financial Regulations Section 4.1. Expenditure between £1000 and £5,000 can be authorised at Committee.

### **Reporting**

A summary report shall be made by the Chairman, or representative, of the Committee at each full Council meeting.