



FOUR MARKS PARISH COUNCIL

Finance & General Purposes Committee - Terms of Reference 2024/2025

Purpose of the Finance & General Purposes Committee

The Committee is appointed to prepare and propose the annual Budget, provide governance by way of policy implementation, oversight of all Parish Council related financial matters, contracts, and contractors, and ensure propriety and transparency.

These regulations are supplementary to, and do not override, the council's standing orders and/or financial regulations.

Terms of Reference

1. Membership

- a. The Committee shall comprise of a minimum of four members of the Parish Council, and shall include the Chair, Vice-Chair of the Council, and Chairs of both the Open Space and Planning Committees, as elected each year at the Annual Meeting of the Full Council. Should the Vice-Chair hold Chairmanship of one of the Committees, other Parish Council members shall be appointed and will have full Committee rights when attending as members.
- b. Committee meetings shall be subject to a quorum of 3 members.
- c. Members will be appointed at the annual meeting of the council or, in the case of the resignation of a member(s), or newly co-opted Councillors during the council year at an ordinary council meeting.
- d. Reserve Members will be appointed at the annual meeting of the council or, in the case of the resignation of a member(s), or newly co-opted Councillors during the Council year, at an ordinary council meeting to stand in for members unable to attend but must be summoned accordingly.
- e. Non-councillors cannot be appointed to the committee.

2. Chair

The current Chair of the Council will preside over meetings. If the Chair is not present, the Vice-Chair will act as Chair.

3. Conduct of Meetings

- a. The committee should carry out all matters in accordance with the council's standing orders and any other related policies.
- b. All meetings of the committee will be minuted by the Clerk, relevant committee Clerk, or other appropriate staff member.
- c. All minutes of committee meetings will be provided to the full council.
- d. The committee will meet quarterly, or ad hoc as necessary.

- e. Members of the press and public will be allowed to attend meetings and make representations in relation to advertised business items of the agenda in accordance with standing orders.
- f. Members' apologies must be sent to the Clerk in writing (email is acceptable) with as much notice as possible. The apologies will then be approved and Minuted at the meeting

4. Delegated powers and obligations of the committee

- a. To have fully delegated powers under Section 101 of the Local Government Act 1972.
- b. To annually consider the Council's following financial year's budget and recommendation for approval at full council.
- c. To consider any staff matters, not covered by the Staffing Committee.
- d. To consider all policy and procedural related matters.
- e. To consider any legal documentation, including leases, licences, and solicitor communications.
- f. To consider any Council related complaints and enquiries, including Freedom of Information Requests and Subject Access Requests
- g. To consider any financially related administrative matters.
- h. To consider and make recommendation to full council on any expenditure outside of budget allocation above the committee's delegated authority level of up to £5,000 (excluding VAT), as per the council's financial regulations.
- i. The committee may appoint a sub-committee or working group at any time.
- j. All correspondence shall be conducted through the Clerk or meeting clerk.