

Wetheridge Parish Council



Finance & General Purposes Committee Terms of Reference

1. Committee Membership.

- 1.1. Shall comprise Chair and Vice Chair Ex-officio and a maximum of five Councillors to be appointed annually at the Annual Council Meeting by resolution.
- 1.2. Vacancies arising shall be filled by resolution of the Council.
- 1.3. The quorum shall be three members.
- 1.4. A member unable to attend may nominate a substitute; substitutions should be notified to the clerk in advance of a committee meeting by the member.

2. Chair / Vice Chair.

- 2.1. The committee shall be responsible for the appointment of a Committee Chair.
- 2.2. The committee shall be responsible for the appointment of a Committee Vice-Chair.

3. Meeting Conduct.

- 3.1. All meetings shall be public and convened in accordance with Council Standing Orders.
- 3.2. Meetings shall be minuted by the Clerk or in their absence a member of the committee.
- 3.3. A minimum of one meeting a year shall be held.

4. Powers.

- 4.1. Drafting annual budget for Council approval.
- 4.2. Periodic review of expenditure against budget for Council consideration and action.
- 4.3. Periodic Policy reviews for Council consideration and adoption.
- 4.4. Annual review of staff compensation with report and recommendation(s) to Council for approval.
- 4.5. Management of projects delegated to the Committee by Council with defined remit.
- 4.6. For the Council Year 2021/22 (in the absence of powers to meet virtually):-
 - 4.6.1. To consider and respond to NDC & DCC Planning Authority's Planning Consultations.
 - 4.6.2. To consider and approve periodic Finance Reports.
 - 4.6.3. To consider invoices due for payment and instruct settlement.
 - 4.6.4. To manage all property in the custodianship of the council and associated finances.
 - 4.6.5. To manage all council projects.

Should 4.6 conflict with the Council Standing Orders then the latter will prevail.

Adopted Minute Ref : 200604/7.7

Amended Minute Ref : 210506/5.1