

Finance Group Terms of Reference

Name

The name of the group shall be Puddletown Area Parish Council Finance Group.

Purpose

The purpose of the Group shall be to support the parish council by carrying out the following tasks:

- Meeting at least annually (usually in November) to review the budget for the current financial year and agree a budget for the following financial year.
- Recommend the precept requirement to the Parish Council for approval.
- Undertake any additional work relating to the management of the finances of the parish council as deemed necessary.

Membership

The Finance Group shall include the Chair of the Parish Council. Other members will be agreed at the Parish Council meeting in May each year.

Powers

The Finance Group will be a working group of the Parish Council. The Finance Group will advise the Parish Council but the Parish Council will be responsible for all final decisions.

The Finance Group shall have no authority to spend.

Roles

The Parish Council Chairperson shall chair meetings of the Finance Group.

The Parish Council Clerk will provide administrative support to the group by writing minutes and agendas and preparing accounts statements in preparation for meetings.

Review

The terms of reference will be reviewed annually by the Parish Council.

Adopted 10/12/2019