



COLEHILL PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE TERMS OF REFERENCE

Under Standing Order 4 the Council may set up standing committees.

1. Name

The name of the standing committee shall be the Finance and General Purposes Committee.

2. Purpose

- a) To formulate a **draft budget** for Council approval, incorporating estimates provided by other committees, and proposing the precept.
- b) To maintain a **three-year forecast** of all project expenditure, including recommendations for the use of reserves and sources of funding, including proposals for spending Community Infrastructure Levy (CIL) funds.
- c) To review **accounts** on at least a quarterly basis, ensuring accounts have been reconciled, and authorising items for payment.
- d) To approve changes to **governance documents**, such as policies and risk assessments, with the exception of Standing Orders and Financial Regulations which will always be approved by Council.
- e) To agree changes of **representation** on outside bodies, **membership** for working groups, and other specific nominated Council roles.
- f) **General Purposes** - to consider any matters not falling within the remit of other Committees, such as plans and expenditure for Events, staff related matters, or matters arising from any Council working group not within the remit of other committees.
- g) To **approve costs and grant payments** incurred within the limits specified in Financial Regulations. Any expenditure above the specified limits to be referred to Council for approval. Associated items must not be disaggregated to avoid the specified limits.
- h) The Clerk may, at their discretion, decide to take any matter to Council rather than this Committee if required due to timing of meetings, or importance of topic.
- i) To establish any working groups deemed necessary to progress work on any topic within the scope of this committee, in line with our Working Group Protocol.

3. Membership

A minimum of 5 Members appointed by Council, including the Chair & Vice-Chair of Council who are ex-officio Members, together with substitute members who will be called on to replace any members unable to attend, as specified in Standing Orders.
The quorum shall be three.

4. Officers

The Chair and Vice-Chair of the Committee will be elected by the Committee.

5. Meetings

The ordinary meetings of the Committee will be determined by the Clerk, typically every 4 to 6 weeks.

This Terms of Reference will be reviewed annually, last review 4th February 2025, next review due February 2026.