

Charminster Parish Council

Finance and General Purposes Working Group

Terms of Reference

1. Membership

- a. The group shall consist of **six members**.
- b. The **Clerk/Responsible Financial Officer (RFO)** shall attend meetings to provide support and administrative assistance.
- c. The **Chair of the group** will be determined by the working group members.

2. Purpose

- a. The group shall **consider in detail any financial and general purposes matters** of the Parish Council. This includes matters such as the budget, precept, policies, and procedures, as requested by the Full Council.

3. Quorum

- a. A minimum of **three members** shall constitute a quorum for meetings.

4. Meetings

- a. The group will meet at the request of the Full Council or the Chair/Vice Chair of the PC, typically in **October/November annually**, to review the budget or as necessary to make recommendations.
- b. Each meeting shall last no more than **two hours**.

5. Responsibilities

At the request of the Full Council, the group shall be responsible for the following: a. Reviewing and updating **policies and procedures**.

- b. **Preparing budgets** and proposing the **precept**.
- c. Receiving and reviewing **Audit Reports** and arranging for the implementation of any recommendations.
- d. Reviewing **annual insurance cover**.
- e. Reviewing the **Asset Register** and **Financial Risk Register**.

6. Reporting

- a. The Finance and General Purposes Working Group shall **report back to the Full Parish Council** following all meetings.

7. General Provisions

- a. The working group has **no independent budget** or authority to incur expenditure.
- b. The group shall operate in accordance with the **standing orders** of the Council and adhere to the **Code of Conduct**, including making **declarations of interest** where appropriate.
- c. All documents related to the group's work shall be managed by the Clerk and made available to all Parish Councillors as required.

Agreed by the F & GP working group 30-07-24 and ratified by the PC September 2024