



CALSTOCK PARISH COUNCIL

Terms of Reference - Finance and General Purposes Committee

1. Members of the Finance & General Purposes (F&GP) Committee shall be those elected to the committee at the Annual Meeting held in May of each year or at an ordinary meeting of the council.
2. Meetings of the F&GP Committee will be held at least quarterly in April, July, October and January.
3. By 31 October each year, the F&GP Committee will be responsible for preparing a budget to include all those functions which the council carries out under the 'general' and 'administration' budget headings. This recommendations will go to the Full Council at the November meeting.
4. By 31 October of each year the F&GP Committee will consider the budget requirements of all committees of the council and make a recommendation to the full council for its precept requirement for the following year. This recommendations will go to the Full Council at the November meeting.
5. By 31 October of each year the F&GP Committee will be responsible for preparing a budget, for the following financial year for expenditure the council may wish to incur under s.137 of LGA 1972. This will be presented to the Full Council in November of each year for final approval in December (if not agreed in November).
6. After the full council has approved the budget, the F&GP committee will have the delegated authority of the council to meet the expenditure detailed in the budget under the general/administration and s.137 headings. In addition, the committee may authorise the payment of unbudgeted donations under s.137 to a maximum of £500.
7. At its quarterly meetings, the F&GP Committee will compare the actual income to expenditure of the council against budget provision and make recommendations for any adjustment to the full council.
8. The F&GP Committee will be responsible for monitoring the council's insurance requirements and making recommendations to the full council, where appropriate, for amendment.

Signed:

Date: