

FINANCE AND GENERAL-PURPOSE COMMITTEE TERMS OF REFERENCE

Membership

Membership shall consist of: -

- The Chair and Vice Chair of the Council are “ex officio” voting members of all Council Committees.
- The Chairs of all Committees (Highways, Lighting & Transport, Planning & Environment, Community & Events Media).
- The Recreation & Burial Portfolio Holder
- Up to three other councillors.

A quorum shall consist of the Chair and four other members.

Areas of Responsibility

The Finance and General-Purpose Committee has delegated authority from Rotherfield Parish Council as follows: -

- Review the budgets of each Council Committee to enable the production of a combined annual budget.
- Consider the Annual Budget of the Council and funds unspent from the preceding year’s budget to calculate the Annual Precept Requirement of the Council so that approval may be considered by the Full Council.
- Review the Council cash reserves so that they may be kept at a level appropriate to anticipated financial risk; also identify and earmark reserves for specific projects, unallocated reserve or contingency reserve.

Meetings:

- The Committee will meet on a minimum of two occasions each year as follows: -
 - No later than 31st December to consider budgets drawn up by each Committee and produce a combined Budget incorporating these figures.
 - No later than 31st April to review the draft annual accounts.
 - Minutes of all meetings will be recorded by the Parish Clerk or by any member nominated. Draft minutes will be circulated to all Council members and published on the Council website as soon as available. All Councillors are welcome to attend meeting of this Committee but only those appointed to it may participate in meetings and vote.

Review

These terms of reference are to be reviewed annually.

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