



Claypole Parish Council

BUDGET WORKING GROUP TERMS OF REFERENCE

Purpose

These terms are supplementary to, and do not override, the Parish Council's Standing Orders &/or Financial Regulations. The purpose of the Budget Working Group is to oversee the preparation of the Parish Council budget and precept request.

Membership

The Working Group shall comprise of three or four Councillors (no fewer than 3 and ideally no more than 6). The Working Group quorum is three (3) and the Working Group shall meet as required. At its first meeting it will elect a Chair to preside at its future meetings and will also elect a Vice Chairman if it wishes – to be re-elected each year after the Annual Meeting of the Parish Council in May. Membership of the Group will be reviewed and decided at each Annual Parish Council meeting in May. Meetings of the Budget Working Group will be attended by the RFO/Clerk to the Council.

Delegated Powers

The Working Group has no delegated powers, so proposed decisions and recommendations should be referred to full Council, for endorsement or otherwise, at the first appropriate opportunity.

Functions

In conjunction with the Clerk/RFO the Budget Working Group shall prepare a draft budget with detailed estimates of all receipts and payments for the following financial year and make appropriate recommendations of the same to the Parish Council no later than the December Parish Council meeting.

Confidentiality

Parts of the meetings of this Working Group may be confidential to the members of the Working Group and if so should be held with the press and the public excluded where appropriate.

Document Control	
Date of adoption/review	6 November 2024
Details	Adopted