

# BARROWBY PARISH COUNCIL

Mrs J Moss, Clerk and RFO  
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## Finance Committee

### Terms of Reference

1. The Committee will always consist of a maximum of 5 Parish Councillors. In order for a meeting to be considered quorate, a minimum of three members must be in attendance.
2. The purpose of the Committee is to prepare budget proposals together with the Responsible Finance Officer.
3. The Committee will be bound by the terms of Parish Council Standing Orders and meetings will be held in public and subject to the statutory notice of 3 clear working days of the Agenda.
4. The Committee will prepare a budget for consideration by the full Council at its annual budget determination meeting in December. The responsibility for agreeing the final budget proposals will remain with the full Parish Council.
5. Any alterations to the annual precept will be notified to SKDC by the Responsible Finance Officer.
6. The Committee will alert the full Parish Council of its spending history and its proposed expenditure.
7. The Committee shall monitor expenditure and highlight any danger points to the attention of the full Parish Council.
8. The Committee, in the execution of its brief, will, through its Chairman, consult with the Council's designated Responsible Finance Officer, to access any supporting data to inform its work.
9. In any financial year, the Committee will meet on a minimum of four occasions, namely twice between October and November, in May and in September.
10. The powers of the Finance Committee are limited to the above. No other powers can be assumed without reference back to the full Parish Council.

These Terms of Reference were reviewed and approved by the Council at the Annual Parish Council meeting held on 15th May 2023.

Review date May 2024.