

Welton Parish Council

Committee Terms of Reference

Name of Committee:	Finance & Policy Working Group
Membership:	As many as wish to be on the Group
Quorum:	Not applicable
Need:	To implement elements of financial internal control To increase efficiency of Council by drafting & reviewing policy documentation
Conditions:	Membership of the Group to be decided upon at its creation and the membership of the Group to be re-appointed at the Annual Council Meeting Meetings to be convened on a quarterly basis (before the monthly Council meeting) Minutes to be presented (for note) to the next meeting of the Parish Council The Group may co-opt other Members of the Council if deemed necessary by the Group The Group is empowered to invite specialist professional Officers or advisors to attend meetings to provide guidance as to matters under discussion.
Restrictions:	Only Members of the Council may be members of the Group Only members of the Group may speak at Group meetings other than by resolution of the Group or if specifically summoned. The Parish Council's Code of Conduct and attendant regulations apply to this Group The Group will not resolve decisions but recommend proposals to Council
Responsibilities	To check bank statements and cash book To review quarterly financial reports and cash flow To advise Council on setting annual budget To draft and review policy documentation for approval by Council