

CHESIL BANK PARISH COUNCIL

Budget Working Group

Terms of Reference

1. Membership:

- a) Membership of the group will consist of the four chairs of Portesham, Abbotsbury, Langton Herring and Fleet
- b) The Clerk as RFO will attend to support and administer
- c) The Chair will be the Group Chair

2. Purpose:

- a. To consider in detail the financial matters of the Group Parish Council

3. Quorum:

- a. At least 3 members of the group shall constitute a quorum.

4. Meetings:

- a. The group will meet in October and as necessary to facilitate the needs of the Budget working group the meeting will last no more than 2 hours.

5. Term of Reference:

The group will be responsible for the following matters:

- a. To receive a budget proposal from each of the four parishes
- b. Reviewing and updating the Financial Regulations and ensuring they are observed by the Council;
- c. Maintaining the Financial Planning system including the determination of budgets;
- d. Monitoring performance against budgets and taking any necessary action;
- e. Monitoring purchasing decisions to ensure a value for money approach to all aspects of Council activity in accordance with Financial Regulations;
- f. To review the accounts and the estimates throughout the year, and prepare estimates to allow Chesil Bank Parish Council to determine the precept
- g. To ensure that Chesil Bank Parish Council meets its internal and external audit requirements
- h. Receiving and reviewing Audit Reports and arranging for implementation of any recommendations;
- i. To review insurance cover
- j. To review salary of the Clerk
- k. To review the Asset Register
- l. To review the Financial Risk assessment
- m. To consider in detail any tenders obtained by the Parish Council
- n. To consider policies and procedures of the Council

6. Reporting

- a. The Budget working group will report back to the Chesil Bank Parish Council at the November meeting to set the precept for the coming year and as necessary after interim finance meetings.

7. General

- a. Every working group of the Chesil Bank Parish Council shall operate under the relevant standing orders of the Council and follow the Code of conduct and make declarations of interest as appropriate.
- b. All copies of documents shall be vested with the clerk and circulated to all Parish Councillors as required