

# HALSTEAD PARISH COUNCIL

## FINANCE COMMITTEE TERMS OF REFERENCE

### Composition of Committee

- The Committee shall be comprised of four members of the Parish Council.
- These shall be: Chairman of the Parish Council; Chairman of the Planning Committee; Chairman of the Amenities & Highways Committee plus one other Councillor.

### Election of Officers

- The Chairman of the Committee shall be elected at the first meeting of the Committee
- A Vice Chairman shall be elected as required<sup>1</sup>

### Quorum

- Shall be three members

### Meetings

- Shall be held as deemed necessary by the Chairman of the Committee.
- Meetings to agree Council's budget and Precept shall commence in September of each year.

### Function

- To discuss and agree Council's budget and make recommendations to Council
- To discuss and agree a Precept figure and make recommendations to Council
- To discuss and agree Section 137 requests and make recommendations to Council
- To discuss and agree staff salaries and conditions of service for recommendations to Council
- To ensure that Council operates as laid down in Council's financial regulations
- Working with the Clerk carry out annual assessment of the requirements for contractual services and quotations. <sup>2</sup>

---

<sup>1</sup>Parish Council Standing Orders 44-53 relate

<sup>2</sup>Parish Council Financial Regulations