

# **Kenwyn Parish Council Finance & General Purposes Committee**

## **Terms of Reference**

### **Membership**

Six members will be elected annually to the Finance & General Purposes Committee. The Chairman and Vice Chairman shall be the Chairman and Vice Chairman of the Full Council. Four other members will therefore be elected.

Three members will form a quorum.

Minutes will be taken by the Parish Clerk.

### **Meetings**

Meetings will be held annually to set the precept and consider all other related financial matters. This meeting will be held in October/November each year. Other Finance & General Purposes Committee Meetings will be held as and when required.

### **Areas of Responsibility**

The Finance & General Purposes Committee has the delegated authority from Kenwyn Parish Council:

- To consider the budget report, precept report, and recommendations produced by the Clerk each year to formulate a recommended Precept to the Full Council annually
- To ensure that the Council receives reports on the progress of actual expenditure compared with budgeted expenditure
- To review staff salaries and expenses on an annual basis and make such recommendations as necessary to the full council
- To review and recommend for approval the ongoing use of BACS and Direct Debits as the preferred payment method for salaries, HMRC payments and payment to utility companies
- To review and recommend for approval the list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation including salaries, PAYE and NI, and regular maintenance contracts and the like for which the council authorises payment for the year provided that the requirements of financial regulation 4 (budgetary controls) are adhered to
- To review the hire rates for Shortlanesend Village Hall and make any recommendations felt necessary to the full council