

Blisworth Parish Council

Finance Working Group – Terms of Reference

1. Purpose, Responsibilities and Areas of Operation

The purpose of the Working Group is to assist the Parish Council in matters of financial management and planning. The group has no financial decision-making authority on behalf of Blisworth Parish Council. Its role is to consider and advise the Council on financial matters and to recommend plans and actions. The Working Group will:

- Monitor Council expenditure against the approved budget and recommend actions to respond to predicted underspends and overspends.
- Draw up a draft budget for the next financial year and associated precept demand for full Council approval.
- Carry out internal financial control checks, reporting the results to the full Council.
- Review the Financial and Risk Management Register drawn up by the Clerk.
- Review the available cash balances and recommend to the full Council transfers into and out of deposit accounts.
- Monitor financial commitments and ear-marking of funds available from CIL & S.137
- Monitor and review ear-marked and general reserves against long-term projects.

2. Powers

- Finance working group cannot make decisions on behalf of Blisworth Parish Council, and any recommendations made by working parties will be subject to approval by the full Council or suitably authorised committees.

3. Membership

- The Parish Council will annually appoint a Working Group Lead Councillor and Core Members.
- The Parish Clerk will be a Core Member.
- Meetings will have a minimum of two core members present.
- All Councillors will be informed of the date, time and venue for Working Group Meetings and may attend meetings at their discretion.
- Other persons may be included in the Working Group meetings at the discretion of the Lead Councillor. The working Group may also call on expert help and opinion at its discretion. Any payments for assistance must have prior agreement of the full Council.

Members 2022-2023

- Angela Billing - Parish Clerk
- Cllr Bill Root – Group Lead
- Cllr Belinda Brown
- Cllr David Wilson

4. Leader

- The leader of the working party will be appointed by full Council. The leader will be the working party's main point of contact for Council staff, Council members and members of the public.

5. Meetings

- Meetings will be held on an ad-hoc basis and be called by the Working Group Lead Councillor.
- Meetings are not formal and Standing Orders will not apply. In consultation with the Clerk, the Lead Councillor will draw up an agenda for each meeting. This must include any matters that the full Council has directed to be considered.
- The matters considered, conclusions and recommendations of each meeting will be reported to the full Council by the Working Group Lead Councillor at the full Council's next meeting.

Version	Details of any revision	Approved at	Date	Review Date
v1	Adopted new BPC Finance Working Group.	Approved at BPC Meeting 05/12/2022 Minute Point: 13	05/12/2022	May 2023
Readopted	None	Readopted at BPC Meeting 02/05/2023 Minute Point: 31	02/05/2023	May 2024