

Cliffsend Parish Council

Terms of Reference —Committee

Name

Finance and General Purpose Committee

Definitions

Unless otherwise stated, any reference in this document to the 'F&GP' shall be in respect of the Finance and General Purpose Committee. .

Membership of the committee

The committee shall comprise of the seven council members confirmed at the Annual Parish Meeting.

Chairman

The committee shall elect a chairman annually at the first meeting of the committee after the Annual Parish Council meeting.

The committee shall elect a vice-chairman annually at the first meeting of the committee after the Annual Parish meeting.

Conduct at meetings

All meetings of the committee are to be convened accordance with the Parish Council's code of conduct, and in no way contravene the standing orders and financial regulations.

Powers of the committee

The committee cannot make decisions on behalf of the Parish Council, but make recommendations by way of detailed reports, evidence and quotes in respect of all expenditure, management, and maintenance of council responsibilitiesR.

Communication

The clerk will record minutes and circulate to all members of the Parish Council. These will then be agreed at the next F&GP meeting as a rolling agenda item.