

# Wexham Court Parish Council (WCPC)

## Finance and General Purposes Committee's Terms of Reference

1. **Committee:** The Finance and General Purposes Committee is constituted as a Standing Committee of Wexham Court Parish Council.
2. **Members:** Six Parish Councillors appointed annually at the Annual Council Meeting as voting members to include the Chairman, Vice Chairman of Council. The quorum of the Committee shall be three Members.
3. **Voting:** Only the above may vote and participate at a meeting. In the case of an equal vote the Chairman shall have a second or casting vote.
4. **Interests:** If a Member has a personal interest as defined by the Code of Conduct adopted by the Parish Council then he/she shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required. N.B. If a Member who has declared an interest then considers the interest to be prejudicial, he/she must withdraw from the room during consideration of the agenda item to which the interest relates
5. **Chairman:** The Chairman is to be elected annually by the Committee at their first Meeting.
6. **Meetings:** The Committee will meet as the workload requires, with a minimum of 3 working day's notice given.
7. **Terms Of Reference:** To review the Terms of Reference of the Finance and General Purposes Committee at the first meeting of the Committee after the Annual Council Meeting of Council or when necessary and make appropriate recommendations to Full Council.
8. **Responsibilities:** Overall responsibility for the management of the Council's financial affairs in accordance with legislative requirements, regulations and guidelines.
9. Overseeing the General running of the Wexham Court Parish Council office and maintenance of the council's financial records.

10. Preparing the accounts of the Council with the Responsible Finance officer.
11. Arranging for the annual external audit of the accounts
12. Co-ordinating the preparation of the annual budget and recommending to Council the annual precept to be levied for the Parish Council.
13. Considering grant and donation requests.
14. To be responsible for any matters of Policy or otherwise that do not fall within the terms of reference of any other committee.
15. **Admission of The Public And Press:** The Public and Press may be admitted to all meetings. If required they may be temporarily excluded by means of a special resolution as follows: "In accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item".