



Appleton Parish Council

Appleton Parish Hall, Dudlow Green Road, Appleton, WA4 5EQ

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Finance and General Purposes Committee - Terms of Reference

Adopted by the Parish Council on 17th June 2025

The following terms of reference were adopted for the Finance and General Purposes Committee;

1. The members of the Finance and General Purposes Committee are approved by the Parish Council.
2. The Committee will be elected annually at the Annual Meeting of the Parish Council.
3. The Chair will be elected annually by the Parish Council or at the Annual Meeting of the Parish Council.
4. The quorum of the Committee will be three Parish Councillors.
5. Only those appointed may vote at a meeting. In the case of an equal vote, the Chair shall have a second or casting vote. If any member of the Finance and General Purposes Committee meeting cannot be present, then the committee member may nominate a substitute in their absence. Confirmation of this substitute must be sent in writing to the clerk.
6. The Clerk/Assistant Clerk will call a meeting of the Committee and send out the agenda to all Parish Councillors.
7. The Clerk/Assistant Clerk will take Minutes of all meetings and the Minutes must be agreed by the Parish Council. These Minutes are a public document and will be published.
8. The main areas under the remit of the Finance and General Purposes Committee are as follows:
 - a) to monitor the budget and review the Finances of the Parish Council with the Responsible Financial Officer/Assistant Clerk on a quarterly basis;
 - b) to make recommendations on expenditure to the Parish Council;

Finance and General Purposes Committee members can approve expenditure as follows;

Revenue Items (any amount)

Capital Items (up to the value of £5,000).

All expenditure authorised by the Finance & General Purposes Committee will be advised to the full parish council meeting each month.

Any grant applications can only be recommended by the Finance and General Purposes Committee. Only the full Parish Council can approve grant applications.

- c) to approve the banking reconciliation statements prior to submission to the Chair of the Parish Council and the Parish Council.
- d) to review the budget annually in respect of budget setting for the following year and to make recommendations to the Parish Council;
- e) to consider the parish precept annually;
- f) to examine the internal and external auditors reports and make recommendations as appropriate;
- g) to consider all financial requests to the Parish Council (including grant requests);
- h) to consider ad hoc financial requests throughout the year;
- g) to consider all matters relating to the Parish Hall maintenance;
- i) to review the overall management of the Parish Hall and make decisions on the operational running of the hall.
- j) to review the Parish Assets and make recommendations as appropriate.

9. The Clerk will be responsible for bringing any changes in legislation/good working practices to the attention of the Committee for consideration thus ensuring that the Parish Council procedures are up to date and relevant.

10. The Finance and General Purposes Committee cannot approve any expenditure for any other committee or working party. Any expenditure that needs to be approved for any other committee or working party must be made by the Parish Council.

10. The Finance and General Purposes Committee cannot approve any expenditure for training courses, all training requests must be approved by the Parish Council.

11. The Finance and General Purposes Committee can approve any banking matters or arrangements including authorised persons for banking and bank transfers.