



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 Appleton Parish Council by resolution on 21 April 2026 and will be reviewed periodically thereafter.

Reviewed: 21 April 2026 (8)

1. The Finance and General Purposes Committee (F&GP Committee) shall consist of a minimum of six members including the non-voting Parish Clerk in their capacity as Responsible Financial Officer, the Parish Council Chair and Deputy Chair, and a minimum of three other Parish Councillors. The Chair and Deputy Chair of the Parish Council are ex-officio members of the Committee and have full voting rights.
2. The F&GP Committee together with the Chair and Deputy Chair of the Parish Council will be elected annually at the Annual Meeting of the Parish Council in accordance with Standing Orders.
3. The Parish Council shall determine the number and time of the ordinary meetings of the F&GP Committee. The F&GP Committee will generally not meet during the month of August. For the remainder of the year, the F&GP Committee shall meet monthly. In the event that the Chair of the F&GP Committee, or other members of the Committee, considers that additional meetings are required, these will be called in compliance with Standing Orders.
4. The quorum of the Committee shall be three members.
5. The Clerk/Deputy Clerk will call a meeting of the Committee and send out the agenda to all Parish Councillors.
6. The Clerk/Deputy 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.
7. The main areas under the remit of the Finance and General Purposes Committee are as follows:
 - 7.1 to monitor the budget and review the Finances of the Parish Council with the Responsible Financial Officer/Deputy Clerk on a quarterly basis.
 - 7.2 to make recommendations on expenditure to the Parish Council.
 - 7.3 to approve the banking reconciliation statements prior to submission to the Chair of the Parish Council and the Parish Council.
 - 7.4 to review the budget annually in respect of budget setting for the following year and to make recommendations to the Parish Council.
 - 7.5 to consider the parish precept annually and make recommendations to the Parish Council.

7.6 to examine the internal and external auditors reports and make recommendations as appropriate.

7.7 to consider all financial requests to the Parish Council, including grant requests. All grant requests can only be recommended by the F&GP Committee. Only the full Parish Council can approve grant applications.

7.8 to consider ad hoc financial requests throughout the year.

7.9 to consider all matters relating to the Parish Hall maintenance.

7.10 to review the overall management of the Parish Hall and make decisions on the operational running of the hall.

7.11 to review the Parish Assets and make recommendations as appropriate.

7.12 to review new or proposed revisions/updates to Parish Council procedures and Terms of Reference, prior to submission to the Parish Council.

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

8.1 Revenue Items (any amount)

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

9. All expenditure authorised by the Finance & General Purposes Committee will be advised to the full parish council at it's next meeting.

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.

11. The Finance and General Purposes Committee is not responsible for decisions or expenditure related to the South Warrington Local Plan group. Such decisions regarding the South Warrington Local Plan group must be made by the Parish Council.

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

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

14. 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.