

BICKLEIGH PARISH COUNCIL

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Bickleigh Parish Council Budget and Finance working group Terms of Reference

Working parties are a group of councillors who informally work together on council business to provide a report or recommendation to the council.

Whilst working parties do not have any formal responsibilities it is beneficial to have Terms of Reference detailing procedures.

The group has no decision making powers.

The maximum number of councillors on the budget and finance working group will be four.

Purpose of the group

- (i) To work with the Clerk / RFO to ensure the council adheres to its financial regulations
- (ii) To monitor and review the requirements on the Annual Governance and Accountability review.
- (iii) To meet with the Clerk / RFO at least quarterly to review the budget monitoring reports.
- (iv) A member of the working group should complete an internal control check on a bi-monthly basis
- (vi) To work with the Clerk / RFO to monitor changes in legislation
- (vii) To work with the Clerk / RFO in preparation of the annual budget & precept.