Kirby Cane & Ellingham Parish Council

FINANCE COMMITTEE TERMS OF REFERENCE

Name

This Committee will be called the Finance Committee.

Meetings

The Committee will meet at least once a year. Meetings are open to the public. An agenda will be prepared for each meeting and minutes written from each meeting. Minutes are presented to the next full council meeting by the Chairman of the Committee for adoption by the Council. In his / her absence, this will be done by the Vice Chairman or a Committee member. Minutes will be approved by the Committee at their following meeting and signed by the Committee Chairman.

Membership

The Committee will be made up of parish councillors and the Council Chairman and Vice-Chairman are automatically members.

The Committee may set up a sub-committee or working party to support its aims.

Aims and Objectives of the Committee

The Committee will:

Approve budget figures for the consideration of the Council, to include contingency figures as required.

To manage grant awards and make recommendations to Council for those awards.

Budget

The Committee has no budget.

Terms of reference reviewed by Council on *14th September 2026*