

CPC Finance Working Group Terms of Reference 2021

Membership numbers are not limited but is subject to a minimum of three serving Parish Councillors. All serving Councillors may request to be appointed to the Committee.



A Chair to be (re-)appointed annually by the Council each May at the AGM.

Terms of reference/Delegated Powers:

1. The Finance Working Group is constituted to monitor all Parish Council income and expenditure in conjunction with the Parish Responsible Finance Officer.
2. The members of the Finance Working Group are normally approved for viewing any Bank Accounts
3. The Chair and other appointees can and approve on-line payments, set up by the Parish Responsible Finance Officer, that have been duly authorised by a prior Council meeting.
4. To hold regular meetings, at least once per financial quarter for budget monitoring purposes.
5. To prepare an annual draft budget in Oct/Nov each year, in consultation with the Responsible Financial Officer, for approval by the full Council in Dec/Jan. Review and making recommendations on major financial transactions and the annual rate precept to the Full Council.
6. To make recommendations to full Council regarding investments and other banking arrangements, i.e. trustees, banking mandates etc.
7. To undertake any other tasks requiring investigation as referred to it by the Council e.g. insurance policy renewal, S106/developer contributions, use of debit/credit cards, VAT issues.
8. Prepare and review policies as required, in advance of formal approval by the full Council.

The Finance Committee has no other decision-making powers but instead makes recommendations to Comberton Parish Council for agreement.

Members 2020 - 2021

Cllr's Elleray (Convener), Griffiths, Moffat and Tierney.