TOLLESBURY
PARISH
COUNCIL

Finance Committee

1. Membership

1.1 Membership shall consist of 4 Council Members appointed at the Annual Parish Meeting.

1.2 The Chairman of the Committee shall be elected as per Standing Orders 4d(vii). A Vice-Chairman shall also be appointed.

The Chairman of the meeting may give an original vote on any matter put to the vote and in the case of equal votes may exercise his casting vote whether or not he gave an original vote, voting should be via show of hands.

1.3 A quorum shall consist of 3 members of the Committee.

2. Meetings

2.1 The calendar of meetings shall be confirmed at the first meeting after the Annual Meeting of the Parish Council.

2.2 The Finance Committee will be convened in accordance with the Parish Council's Standing Orders.

2.3 The Agenda will be published in accordance with Standing Order 3b.

2.4 Minutes of all meetings will be recorded by the Parish Clerk or by a person nominated by the Clerk and shall be presented electronically at the next full meeting of Tollesbury Parish Council. All Finance Committee decisions will be circulated with any recommendations needed for consideration to be put forward at the next Full meeting of Tollesbury Parish Council.

2.5 Additional meetings will be arranged as required.

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3. Areas of responsibility

3.1 The Committee will monitor the Parish Councils finances and ensure that the Parish Council acts within the annual agreed budget, The RFO will provide financial reports to the Full Council monthly.

3.2 The Committee will propose the annual precept for approval of Tollesbury Parish Council.

3.3 The Committee will review fees annually when setting the precept for approval of TollesburyParish Council.

3.4 The Committee will note and if necessary consider feedback from members of the public who use the opportunity to feedback to the Parish Council via the Contacts Form on the Parish Council website.

Version	Details of Changes	Date	Approver
V1.0	Adopted by the Parish Council	01/09/20	TPC
	Next Review – September 2022		