

# SAWSTON PARISH COUNCIL



## TERMS OF REFERENCE FOR FINANCE & GENERAL PURPOSES COMMITTEE

Committee Membership: The Committee shall include the Chair and Vice Chair of the Parish Council and additional Councillors to make the number of Committee Members to 10.

### a) **Financial**

- i To advise the Council on matters relating to expenditure.
- ii To submit to the Council, on a date to be determined annually, consolidated estimates of income and expenditure for the next financial year and to recommend the annual Precept required.
- iii To formulate and indicate to the Parish Council future financial policies, including staffing requirements.
- iv To keep under review all insurances.
- v The Committee Chairman, in emergencies and after consulting with the Clerk, to authorise expenditure on behalf of the Committee up to and including £2,500. Any such expenditure to be reported to the next Council for the action to be endorsed.

### b) **General**

- i To advise the Council on provision and maintenance of office equipment for the staff.
- ii To advise the Council on any matters which do not fall within the remit of any other Committee.