

FINANCE WORKING PARTY TERMS OF REFERENCE

Full Council may form or disband a Working Party who will carry out tasks as defined by Full Council.

The Role of Working Party for Frithelstock Parish Council

- To tackle issues relating to the financial situation of Frithelstock Parish Council, as directed by the Council.
- To examine an issue in detail, read reports and related materials, examine options, get advice for the Council.
- To act as experts and/or liaise with experts.
- To make recommendations to Council.
- To explain the recommendations, reasons, options to Full Council by way of a written report.
- To answer questions from the Council.
- No funding or monies to be spent or committed without Full Council endorsement.
- The role of Full Council is to question and challenge the recommendations, in order to be satisfied of the correct decision.
- The Working Party must facilitate the Full Council with as much information as it requires to ensure it can make a properly informed decision on its recommendation.

Operations of the Working Party

- A Working Party will not have a Budget.
- The number of Councillors on a Working Party to be decided on at time of the Working Party appointment.
- The leader of the Working Party to be appointed by the Full Council at the time of the Working Party appointment.
- A Working Party must consist of at least 3 Councillors.
- Quorate: Minimum of 2 Councillors at each meeting.
- Co-option of named experts to be approved by Full Council.
- Prepare notes of meetings for Full Council to report on any activity and progress.
- A Working Party do not meet in public, therefore Standing Orders are not applicable, although the Code of Conduct still applies.
- To examine options and make recommendations to Full Council.
- All Members of Council are to be informed of any meetings of any Working Party; and are able to attend and ask for any relevant Working Party documentation.