



Heybridge Parish Council

Budget Committee Terms of Reference

Adopted November 2010, Amended May 2011

Reviewed and Adopted 20 March 2014

1. Scope

The Parish Council Budget Committee shall be responsible for monitoring budget activity during the Municipal Year, identifying those liabilities and potential expenditures as well as commercial opportunities which are in keeping with Council objectives, and recommending to Council the end-of-year Precept and budget head figures. It shall ensure on behalf of Council that all statutory end-of-year returns and audit procedures are completed.

The Budget Committee shall review and monitor the scope and detail of Council Financial Regulations and Statement of Internal Control and make recommendations to Council for revisions as it considers appropriate.

2. Constitution

The Budget Committee shall consist of the Council Responsible Financial Officer, the Council Clerk, the Council Internal Auditor, bank reconciliation verifier, and three Councillors two of which shall be the Chairman, Vice-Chairman of Council. A third member shall be appointed by Council. Members of the Committee shall elect annually from their own membership a Chairman.

3. Rules of Procedure

The Budget Committee shall operate in accordance with the Council Statement of Internal Control and monitor and recommend to Council relevant revisions to Council Financial Regulations.

All meetings of the Committee are to be minuted and retained for reference.

The Committee shall meet as required by the Chairman of the Committee or by request of the Council Chairman or Vice-Chairman or by the Clerk. It shall normally require all members to be present in order to be quorate. In the event that a quorum cannot be

achieved for a period of over 3 months a substitute committee member shall be determined by Council resolution.

Committee decision shall be by simple majority.

The Budget Committee shall report to Council as either the Committee or Council consider appropriate but in any event at least three times annually.

Reviewed and agreed 18 May 2017.