



**Terms of Reference for the West Grinstead Parish Council
Green Finance Committee**

REPORTING TO: West Grinstead Parish Council

PURPOSE OF COMMITTEE:

To consider and make decisions on the following:

Items of expenditure out of the precepted budget up to £999 net, unless decisions have been previously delegated to the Finance Committee;

To consider and make recommendations to the full Council on the following:

Items of expenditure of £1000 net and over.

The calculation of the annual precept requirement;

Items of expenditure out of Ear Marked and General Reserves;

To oversee the Audit Process including:

To have full responsibility for the approval of the Draft Annual Return and the Audit process.

DELEGATED AUTHORITY: *To authorise the Parish Clerk or Responsible Financial Officer to take the necessary action to implement approved decisions of the Committee.*

MEETINGS: *To schedule meetings as necessary to meet requirements of the financial regulations but generally once monthly on the second Thursday of the Month.*

MEMBERSHIP: *To be drawn from members of the Council as required.*

QUORUM: *Three (half the membership)*

CHAIRMAN: *The Chairman and Vice Chairman of the Committee shall be decided at the first Committee Meeting after the Annual Meeting of the Parish Council by a simple majority. Nominations to the Clerk before the meeting only.*

EXTERNAL ATTENDEES: *As required.*

PUBLIC PARTICIPATION: *Meetings will be open to the public.*

WORKING PARTIES: *May be set up for specific time-limited tasks as required.*

TERMS OF REFERENCE AGREED BY: West Grinstead Parish Council

Minute number 198/2019 Dated 17th October 2019