

Pirbright Parish Council

Finance & General Purposes Committee – Terms of Reference 2025

Purpose of committee

Overseeing all aspects of finance and governance procedures for the Parish Council.

Terms of reference

- To complete a draft budget and precept proposal on an annual basis for approval by full Council in a timely fashion.
- To keep under review the Council's budgetary performance during the financial year, and agree any corrective actions required.
- To consider and agree any financial policies to support the Council's aims and objectives in the prudent financial management of its resources.
- To review and recommend to council changes to key governance documents such as Standing Orders, Financial Regulations and Members' Code of Conduct.
- To consider and agree any other policies required to support the Council's smooth administration.
- To work with the Council's Responsible Financial Officer (RFO) to ensure a robust and independent audit regime is in place.
- To consider any grant requests made to the council and agree these (up to the limit agreed in Financial Regulations).

Delegated authority

- To act on behalf of the council in all matters contained within the agreed terms of reference.
- To authorise expenditure within the agreed budget assigned to the committee.
- To appoint sub-committees and/or working groups for specific purposes as required and determine their terms of reference.

Quorum

The quorum of the committee for any meeting shall be three councillors.

Terms of reference adopted by full council on 11/11/25