



LAZONBY PARISH COUNCIL – WORKING FOR THE COMMUNITY

TERMS OF REFERENCE OF THE FINANCE AND BUDGET COMMITTEE

ADOPTED BY THE COUNCIL ON 7th JUNE 2017

1. The Council's Standing Orders and Code of Conduct shall apply to this Committee and its members.
2. Nothing in these terms of reference shall prevent the Council from dealing with a matter that might otherwise be dealt with by this Committee.
3. The Committee is constituted to
 - 3.1. determine all the resource requirements of the Council, including in respect of finances, land and property, employees and contractors, and make recommendations to the Council.
 - 3.2. advise on the issuing and terms of contracts of employment.
 - 3.3. make recommendations to the Council on the annual budget and precept.
 - 3.4. consider applications to the Council for grants and make recommendations on each of those applications.
 - 3.5. review expenditure and expenses incurred by the Council and its employees and make recommendations to the Council.
 - 3.6. monitor the Council's insurance requirements and make recommendations to ensure that adequate cover is available at all times.
 - 3.7. undertake such other tasks as may from time to time be referred to it by the Council.
4. Membership of the Committee shall be not less than three and not more than five Councillors to be appointed annually at the annual meeting of the Council. All members of the Council are Deputy Committee Members and when deemed necessary will be asked to volunteer to take the place of any absent Committee Members. If a Councillor is unable to attend a meeting, he/she should advise the Chair of the Committee and arrange for a Councillor colleague to deputise.
5. The Committee shall only implement its decisions if and to the extent that it is authorised to do so by the Council but otherwise shall make recommendations to the Council.
6. A quorum shall be three members of the Committee.
7. At the first meeting of the Committee in each municipal year, a Chair shall be elected from among the members of the Committee.

8. The Chair shall ensure that minutes are kept of the matters discussed by the Committee, which will normally be done by the Chair or a member of the Committee, and shall report on those minutes to the next meeting of the Council.
9. Unless the Council otherwise agrees, the Committee may not delegate any of its functions to a sub-committee.
10. The Committee shall meet as directed by the Council to deal with the business delegated to it.
11. Members of the Committee will receive an agenda and any supporting papers which may be delivered by hand, by post or electronically.
12. Other Councillors will receive a copy of the agenda only, which shall be delivered electronically, and a copy of the agenda shall also be displayed on appropriate noticeboards to which the public has access.
13. Only members of the Committee may vote on agenda items but other Councillors may attend in that capacity and may speak with the permission of the Chair but shall not be entitled to vote.
14. Meetings of the Committee shall take place after three clear days' notice have been given and in appropriate circumstances may be conducted over the internet.
15. The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.
16. Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion, which usually will be because the item relates to matters concerning employees of the Council, Councillors, complaints and/or the Council's contractors.
17. Members of the public shall be entitled to make written representations to the Committee on agenda items and may speak at a meeting of the Committee with the permission of the Chair.
18. Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means shall be in accordance with the Council's relevant policy.
19. The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
20. Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.
21. The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her casting vote whether or not he gave an original vote.

22. A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.
23. If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.