

Terms of Reference

Budget Advisory Working Group

The purpose of Fradley Parish Council's Working Groups

Working Groups serve the Council by:-

1. Tackling issues or taking forward projects as directed by the Council.
2. Examining an issue in full detail, reading reports and related materials, examining options and obtaining advice for the Council.
3. Acting as experts and/or liaising with experts.
4. Making recommendations to the Council for approval.
5. Explaining the recommendations, reasons and options to the Council verbally or by way of a written report if the issues are complex.
6. Answering questions from the Council.

Purpose of this group

The purpose of the **Budget Advisory Group** is to ensure that the Council's funds are allocated legally, prudently and appropriately to improve the lives of residents.

Specific Tasks

1. Work with the Chair of the Council and the Clerk to ensure that funds are allocated to reflect the Council's strategic priorities.
2. Ensure that the Council's financial obligations can be met.
3. Ensure that budget planning takes into account the longer term needs of residents and that financial commitments are sustainable.
4. Scrutinise the draft budget line by line to ensure projected income and expenditure is accurately reflected.
5. Ensure that all new expenditure lines are fully justified.
6. Identify where savings can be made.
7. Consider where identified surpluses from previous years can be redeployed.
8. Scrutinise and evaluate the level of reserves.
9. Scrutinise any proposed transfers to and from reserve funds.
10. Consider options for raising, maintaining or reducing the Precept.
11. Identify any further clarifications, information and amendments that are needed before the proposed budget is presented to the Council.

Working Group Meetings

The Working Group will meet at least 2 weeks before the Council Finance Meeting.

1. Meetings will be in person.
2. The items to be discussed will be decided by the group but will be driven by the strategic priorities of the full Council and any specific direction or instructions given. This will ensure that work is tackled in a timely and systematic fashion.
3. The Working Group does not need to meet in public, therefore Standing Orders are not applicable, however the Code of Conduct still applies.
4. The Chair of the Council will coordinate the work of the group.
5. Informal notes of the meeting should be kept which will be the basis of the group's recommendation to the Council's Finance Meeting.
6. Working groups will have at least 3 members. A quorum will be at least 2 members.

7. All Members of the Council are to be informed of any meetings of the Working Group and can attend, input and ask for any relevant Working Group documentation.
8. The Working Group must provide the Council with as much information as it requires to ensure it can make properly informed decisions.

General

1. The membership and function of the Working Group will be reviewed Parish Council at the Annual Parish Council Meeting.
2. The Council may decide to disband this Working Group at any time.