

SHRIVENHAM PARISH COUNCIL & VISCOUNTESS BARRINGTON'S TRUST
Organisation and Finance Committee
Terms of Reference

Authority and Responsibilities

The Organisation and Finance (O&F) Committee is appointed by, and solely responsible to Shrivvenham Parish Council.

The Committee's duties are defined and agreed by the full Council, which may vote, at any time, to modify the working group's powers. At a minimum, the Committee will review the Accounts of both the Council and the Viscountess Barrington's Trust. In general, it will also monitor and advise the Council on organisational and financial matters affecting both Council and Trust business. This will include consideration of tenders, regular monitoring of expenditure, budgeting and precept setting. Results of these considerations will be presented to the Council and/or the Trust for their agreement.

All correspondence shall be conducted through the Chairman or the Clerk of the Parish Council.

Membership

The O&F Committee shall comprise at least four members of the Parish Council. Membership of the Committee must include the Chair of the Viscountess Barrington's Trust and the Chair of the Parish Council. The Clerk to the Council must also be a member of the Committee.

The Deputy Clerk will be responsible for the agenda and the minutes of the meeting.

Quorum

Three members of the O&F Committee constitute a quorum.

Meetings:

1. Without exception, the meetings will be governed by the Parish Council's Standing Orders.
2. Meetings are to be held monthly, except August, and will usually be held on the last Tuesday of the month.
3. The Chairman is to be the Chair of the Parish Council.
4. The agenda for each meeting will be drafted by the Deputy Clerk and agreed with the Chair prior to publication.
5. Minutes of the meeting will be drafted by the Deputy Clerk and agreed with the Chair prior to publication.
6. Notes will be taken by the Clerk or nominated Councillor for the Chairman's guidance when seeking Council approval for proposed recommendations.
7. Minutes will not be made public but any recommendations seeking approval of the Council will be minuted at the Parish Council monthly meeting.

Decision/Delegated Powers:

1. The Committee will not have delegated powers to make decisions and all recommendations, proposals and quotations will be brought to the Parish Council Meeting for approval.
2. Any expenditure carried out shall be in accordance with the Council's Financial Regulations.