



2026

WOOTTON PARISH COUNCIL

Terms of Reference

Finance and General Purposes Committee



3 Longden Close
Haynes
Bedfordshire
MK45 3PJ

Clerk@Wootton-PC.gov.uk

Tel: 07531 930788

Version History

Version	Reviewed at	Approved at
Version 1.00	Annual Meeting of Wootton Parish Council on 20 th May 2015	Annual Meeting of Wootton Parish Council on 20 th May 2015
Version 1.00	Annual Meeting of Wootton Parish Council on 11 th May 2016	Annual Meeting of Wootton Parish Council on 11 th May 2016
Version 1.00	Annual Meeting of Wootton Parish Council on 10 th May 2017	Annual Meeting of Wootton Parish Council on 10 th May 2017
Version 1.00	Annual Meeting of Wootton Parish Council on 9 th May 2018	Annual Meeting of Wootton Parish Council on 9 th May 2018
Version 2.00	Full Council Meeting of Wootton Parish Council on 10 th October 2018	Full Council Meeting of Wootton Parish Council on 10 th October 2018
Version 2.00	Annual Meeting of Wootton Parish Council on 15 th May 2019	Annual Meeting of Wootton Parish Council on 15 th May 2019
Version 2.00	Annual Meeting of Wootton Parish Council on 5 th May 2021	Annual Meeting of Wootton Parish Council on 5 th May 2021
Version 2.00	Annual Meeting of Wootton Parish Council on 11 th May 2022	Annual Meeting of Wootton Parish Council on 11 th May 2022
Version 2.00	Annual Meeting of Wootton Parish Council on 17 th May 2023	Annual Meeting of Wootton Parish Council on 17 th May 2023
Version 3.00	Full Council Meeting of Wootton Parish Council on 14 th June 2023	Full Council Meeting of Wootton Parish Council on 14 th June 2023
Version 3.00	Annual Meeting of Wootton Parish Council on 8 th May 2024	Annual Meeting of Wootton Parish Council on 8 th May 2024
Version 3.00	Annual Meeting of Wootton Parish Council on 14 th May 2025	Annual Meeting of Wootton Parish Council on 14 th May 2025
Version 3.00	Annual Meeting of Wootton Parish Council on 13 th May 2026	Annual Meeting of Wootton Parish Council on 13 th May 2026

To be reviewed at each Annual Council Meeting.

1. Membership of the Finance and General Purposes Committee

Membership of the Committee will be as decided at the Annual Council Meeting each year and will always include the Chairman and Vice-Chairman of the Parish Council.

The Committee shall be subject to a quorum of three.

Members of the public are not permitted to join this Committee.

2. Chairman

The Chairman of the Committee will be elected by the Committee at its first meeting after the Annual Council Meeting.

The Vice-Chairman of the Committee will be elected by the Committee at its first meeting after the Annual Council Meeting.

3. Conduct of Meetings

All meetings of the Finance and General Purposes Committee will be convened in accordance with the Parish Council's standing orders.

Meetings will be minuted by the Clerk to the Council, another member of staff or a member of the Committee.

Members of the public are permitted to attend meetings.

4. Powers of the Finance and General Purposes Committee

The Finance and General Purposes Committee is an advisory Committee (with the exception of payments) and cannot make decisions on behalf of the Parish Council. Recommendations can be made to Full Council for approval.

The Finance and General Purposes Committee has executive powers for the approval and signing of all payments and invoices, which will then be presented to Full Council at the earliest opportunity as receipts and payments, for information only.

5. Responsibilities and Areas of Operation of the Finance and General Purposes Committee

Advisory

To oversee the management of the Parish Council's finances and recommend to Full Council the precept to be levied on Bedford Borough Council.

To oversee the Parish Council's Corporate Governance arrangements.

To oversee the Parish Council's Risk Management procedures and insurance arrangements.

To consider all matters relating to the formation and implementation of Parish Council policy and make appropriate recommendations to the Parish Council regarding any changes.

To ensure the effective operation of the Parish Council's decision making process including the periodic review of the Parish Council's Committee systems and administration.

To consider and oversee all matters relating to the employment and management of staff.

To consider and recommend to Full Council the payment of any donations or grants.

To identify and ensure all councillors and staff receive appropriate training on an annual basis.

To seek to attain and maintain an appropriate level within the Local Council Award Scheme.

Executive

The approval and signing of all payments and invoices, which will then be presented to Full Council at the earliest opportunity as receipts and payments, for information only.