

Windlesham Parish Council

Finance & General Purpose Committee – Terms of Reference 2026-2027

The role of the Finance & General Purpose Committee is to ensure the smooth management of the Council's finances.

1. Membership of the committee will consist of a total of 9 members, with a maximum of 3 representatives from each village. All other Councillors may act as nominated substitutes.
2. The Chairman and Vice-Chairman, if not nominated members of the committee, may attend as ex-officio members.
3. Membership of the committee will be determined at the Full Council meeting held on the 28th April 2026 and at the Annual Meeting of the Council thereafter. Casual vacancies shall be filled from the membership of the Full Council.
4. Non-members of the Council may not be members of the committee.

FUNCTIONS:

The committee shall:

- a) Operate in accordance with Local Government Law and in accordance with the Council's Standing Orders and Financial Regulations.
- b) Provide advice & guidance, as required, to the Chairs of all other committees and working parties on all aspects of financial management.
- c) A working party comprising the Chairs of all Committees will develop and put forward recommendations on the annual budget. These recommendations will be considered by the Finance Committee, which will make final recommendations to Full Council for approval.
- d) Develop, maintain and monitor the policy on the management of reserves.
- e) Monitor purchasing decisions to ensure a value for money approach on all aspects of Council activity in accordance with Financial Regulations.
- f) Monitor financial performance against budgets and agree virements for resolution by Full Council.
- g) Make recommendations to the Council on the implications of applying for a Public Works Loan.
- h) Review the investment strategies of the Council and advise accordingly.
- i) The committee shall have spending powers to a maximum of £15000 per agenda item, for that class of expenditure in the approved budget. The committee shall make recommendations to full Council on all expenditure in excess of this sum.
- j) Appoint sub-committees or working parties to undertake any specific project work as required.
- k) Undertake project work outside of the above remit as directed by Full Council.
- l) Review the Terms of Reference annually and make recommendations to Full Council.

The Chairman of the Committee shall:

- a) Agree the minutes of the Finance and General Purposes Committee at Full Council meetings, subject to approval.

April 2026