

**EXMINSTER PARISH COUNCIL**  
**Budget Working Party**  
**TERMS OF REFERENCE**

The Budget Working Party ('the Working Party') is a working party of Exminster Parish Council ('the Council').

**1. Membership**

Up to 5 Parish Council Members plus the Chairman and Vice Chairman as Ex-Officio Members. A Leader of the Working Party shall be appointed by the Members at the first meeting. The Leader will Chair meetings.

**2. Decision Making**

On matters requiring a decision, the Working Party will discuss matters with a view to reaching consensus. If this cannot be achieved, the differing views will be recorded in writing and communicated to the Parish Council.

**3. Quorum of the Working Party**

Any three members of the Working Party shall constitute a quorum. If the number of Members present (not including those debarred by reason of a declared interest) falls below the required quorum, the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the Leader may fix.

**4. Purpose**

To consider matters leading to a recommendation to the Parish Council regarding

- The Parish Council's budget for the forthcoming financial year
- The level of precept to be requested

**5. Meetings**

Meetings should be held on an ad-hoc basis between October and January.

**6. Reporting**

Verbal updates will be given at each Parish Council meeting following a meeting of the Working Party.

**7. Life of the Budget Working Party**

The Working Party shall cease when the Council has submitted its precept request to Teignbridge District Council.

**8. Review**

The Terms of Reference will be reviewed annually in June or earlier if deemed necessary.