

**EXMINSTER PARISH COUNCIL
BUDGET WORKING PARTY
TERMS OF REFERENCE**

1. Introduction

The Budget Working Party ('the Working Party') is a working party of Exminster Parish Council ('the Council'). The Working Party will consider the financial requirements of the Parish Council for the next financial year.

2. Membership

The Membership of the Working Party shall be up to three members of the Council ('Council Members') to include the Lead Councillor for Finance, The Chairman and the Vice Chairman of the Council shall be ex-officio members Of the Working Party.

Members shall be appointed by resolution of the Council in October of each year.

The Chair of the Working Party shall be chosen from the members of the Working Party at the first meeting of the Working Party following its establishment.

3. 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.

4. Meetings

The Working Party shall meet on an ad-hoc basis between October and January. Working Party meetings are not required to be held in public

5. Quorum

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

6. Responsibilities

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
- Verbal updates will be given at each Parish Council meeting following a meeting of the Working Party.
- Members should all adhere to the Parish Council's Staff, Employee and Role holder policy as displayed on the Council web site, particularly when communicating by email
<https://www.exminsterparishcouncil.gov.uk/wp-content/uploads/sites/71/2020/07/ppp-2020-6-1-Staff-Councillor-Role-Holder-Privacy-Notice-for-website-Approved.pdf>

7. Life of the Working Partyhe Working Party shall cease when the Council has submitted its precept request to Teignbridge District Council.

8. Review

These Terms of Reference shall be reviewed annually at the first Budget Working Party meeting or earlier if deemed necessary.