

**CHARLBURY TOWN COUNCIL**  
**Finance Committee Terms of Reference**

**1. Delegation**

Charlbury Town Council will review these Terms of Reference at its Annual Parish Council meeting each year.

**2. Membership**

**2.1** The Committee shall consist of a minimum of five Councillors who shall be elected each year at the Annual Parish Council Meeting.

**2.2** The quorum of the Finance Committee will be three Members.

**3. Procedures**

3.1 The Committee will operate within Charlbury Town Council's Standing Orders, Financial Regulations and Local Government Law.

3.2 A Chair for the Committee will be elected at the first meeting of the Committee each year.

3.4 The Committee will submit the minutes from its meetings to the next appropriate meeting of Charlbury Town Council

3.5 The Committee will make recommendations to Full Council on the budget requirements and precept demand each December.

3.6 The Town Clerk will provide administrative support for the Committee.

Adopted 24<sup>th</sup> November 2021