



Drighlington Parish Council

The Community Hub
1, Moorside Approach
Drighlington BD11 1JF

Tel: 07984733352

Email: clerk@drighlingtonparishcouncil.gov.uk

Website: www.drighlingtonparishcouncil.gov.uk

13.c Finance Working Party Terms Of Reference

1. Rationale

The purpose of the Finance Working Party is to enable the Parish Council to examine its financial matters in greater detail. It provides an opportunity for councillors to discuss key financial issues— such as expenditure, budget preparation, and the setting of the precept— before consideration by Full Council. While the Working Party does not have decision-making powers, it may make recommendations for approval by the Full Council

2. Status

The Finance Working Party is an informal group with no decision-making powers. It can only make recommendations to the Full Council, which is responsible for making all financial decisions.

3. Membership

All members of the Council are members of the Finance Working Party. The Chairperson of the Council may chair meetings of the Working Party, or another member may do so if agreed.

4. Meetings

- The Working Party can meet as often as it needs to.
- Meetings are informal and do not need a published agenda or formal minutes.
- Notes may be taken to help with future discussions.
- The Working Party cannot make decisions.

5. What the Working Party Can Do

The group may look at and make recommendations on:

- The annual budget
- The precept
- Council spending and financial reports
- Contracts and purchasing
- Financial risks
- Audit reports

6. Reporting to Council

Any recommendations from the Finance Working Party will be reported to the next Full Council meeting for discussion and decision.

Approved at the Parish Council meeting held on the 19th May 2025