

Terms of reference

Group

FINANCE SUB COMMITTEE

Date first completed

???? ???????? 2014

Date(s) updated / reviewed (annually)

Purpose / role of the group

(broad purpose / role, aims / responsibilities)

This group was established by Perranzabuloe Parish Council to ...

....

To discuss matters relevant to the group, forward planning for the group, and report back to full Council for ratification. No delegated powers.

The Chair is responsible for the reporting back to full council.

Members

This group is made up of Parish Councillors (normally chairpersons of groups).

Members of the public/parishioners* can/cannot* be temporarily / permanently* seconded onto this working group and can/cannot* vote on issues.

(*delete where appropriate)

Meetings

Frequency: Quarterly as a minimum

Venue: to be advised

Agenda: to be compiled by Chair and distributed to attendees a minimum of 1 working day prior to meeting

Chair: Cllr

Secretary:

Definition of terms