

Finance & General Purposes Terms of Reference

Reviewed by Full Council on 29.05.2025

Members

1. Membership shall comprise of not less than 6 members.
2. The Chair and Vice-Chair of the Council are ex-officio of all committees and have voting rights as per standing orders.
3. Members of the committee and the Chair are established at the Annual Meeting of the Council.
4. The committee shall elect a Vice-Chair for each council year.
5. Co-opted members may join during the year if authorised by the Council.
6. Three or a third, whichever is the greater, of the total membership of the committee shall constitute a quorum for meetings.

Frequency of meetings

Meetings are held at 8pm on the first Thursday of alternate months, or more frequently as required.

Delegated Powers

The Committee has delegated powers and a budget approved by Full Council.

Its primary aims are to:

1. Oversee financial matters including:
 - a. Making recommendations to Council on the annual budget and precept in December of each year.
 - b. Ensuring where specified Financial Regulations and procedures are adhered to.
 - c. Making appropriate arrangements to ensure that the Council has appropriate legal and insurance cover based on an annual assessment of risk.
 - d. Oversee the borrowing process and report and make recommendations to Council.
2. Ensure that appropriate and adequate office facilities are provided and that administrative processes are of a high standard.
3. Oversee the Council's communications resources, e.g. noticeboards, newsletters, website, social media.
4. As lessor, manage and maintain the Burton Pavilion.
5. Oversee the management and maintenance of Milford Cemetery and St John's Churchyard.
6. Ensure that Council's Standing Orders and wider Council procedures are legal and reflect best practice.
7. Oversee and review the Council wayleaves obligations both as landowners and users.
8. Maintenance of the Witley War Memorial and Milford War Memorial.
9. To oversee all Community Infrastructure Levy income and expenditure:
 - a. To monitor and forecast CIL receipts from Waverley Borough Council.
 - b. Liaise/communicate with residents to identify/publicise projects that can be funded by the parish allocation of CIL.
 - c. To oversee CIL governance.
 - d. To prioritise projects and provide a timeline for completion.
 - e. To monitor the CIL budget.
 - f. To oversee the formal reporting of CIL expenditure to Waverley Borough Council.
 - g. To consider applications to WBC for Section 106 / CIL monies to meet the infrastructure needs of the parish (including environmental enhancements and community facilities)

Next Review Date: 28th May 2026