

## **BUDGET WORKING GROUP – TERMS OF REFERENCE**

### **1. Membership**

Members of the working group will be appointed by the Parish Council and membership will be reviewed annually at the Annual Parish Council meeting. At least one member of the working party will also be a member of the Finance and Risk committee and will act as the working party's representative on the committee.

### **2. Leader**

The leader of the working group will be appointed by the group. The leader will be the working party's main point of contact for Council staff, Council members and members of the public.

### **3. Powers**

Working groups cannot make decisions on behalf of the Parish Council, and any recommendations made by working parties will be subject to approval by the Council or suitably authorised committees or members of staff.

### **4. Responsibilities and Areas of Operation**

From April 2021, the Budget Working Group will take a 'zero budget accounting' approach to all budget lines of expenditure and earmarked reserves to assist the Clerk and Facilities Manager look for cost savings within the next 12 months and in time for the 2022/23 budget.

The working group will consider whether each line of expenditure and reserve is relevant, and where possible, will consider alternative providers of essential services and products in order to obtain best value for money.

The group may research and obtain quotes for products and services and will consider these with the Clerk and the Facilities Manager.

The group will present its recommendations to finance and risk committee for consideration.

The goals will be to obtain best value for money and make cost and efficiency savings wherever possible.

The group will exist as a task-and-finish group for 12 months from April 2021 and the need for the group will be reviewed at the end of this period.