



FELIXSTOWE TOWN COUNCIL

Terms of Reference

This document sets out the Terms of Reference for the Budget Working Group.

Purpose

The Budget Working Group is established by the Finance & Governance Committee to provide detailed oversight, research, and recommendations regarding:

- The Council's budget
- Council expenditure
- Council income

The Group's primary aim is to identify opportunities for efficiency and potential savings, supporting informed decision-making by the Finance & Governance Committee.

The Working Group has no decision-making powers; all recommendations are referred to the Finance & Governance Committee for approval.

Membership

- Membership shall comprise of the Members of the Finance & Governance Committee.
- The Working Group may co-opt other members, including officers or external advisors, as required, who will have no voting rights.
- The Town Clerk (or delegated officer) shall act as the lead officer and provide administrative support.

Chair

- The Chair shall normally be the Chair of the Finance & Governance Committee.
- In the Chair's absence from any meeting, the Working Group may appoint a temporary Chair from among its members.
- The Chair will report directly to the Finance & Governance Committee.

Frequency of Meetings

- Meetings shall be held as required, but at least quarterly, or more frequently if requested by the Finance & Governance Committee.
- Meetings may be held in person, virtually, or in a hybrid format as appropriate.

Responsibilities / Scope

The Working Group is responsible for:

1. Monitoring and reviewing the Council's budget to support the budget-setting process.
2. Reviewing suppliers, contracts, and service delivery to identify cost-saving opportunities where appropriate.
3. Liaising with officers, external advisors, and other councils or organisations as may be appropriate to gather relevant information or expertise.
4. Preparing reports and draft recommendations for the Finance & Governance Committee, supported by evidence and aligned with Council's Business Plan priorities.

Authority

- The Working Group has no decision-making powers.
- It may request information, research, and officer support, within budgetary and legal limits set by the Council.
- All recommendations require approval by the Finance & Governance Committee.

Reporting

- The Working Group shall submit written reports and recommendations to the Finance & Governance Committee in a timely manner to support budget decisions.
- Notes of meetings shall be recorded and made available to the Finance & Governance Committee.

Review of Terms of Reference

- These Terms of Reference shall be reviewed annually by the Finance & Governance Committee, or sooner if required.