

**Finance and Personnel Advisory Group**  
**Terms of Reference**

- 1) Membership of the Group will be agreed at the Annual Meeting of the Parish Council in May each year.
- 2) The Group will be administered and managed in accordance with these Terms of Reference.
- 3) The Group will consist of the Chairman of the Parish Council and two other parish councillors to be agreed at the May meeting.
- 4) The purpose of the Group will be to make recommendations for consideration by the full parish council on matters relating to finance and personnel. The Group does not have the power to make decisions.
- 5) The Group will meet in November/December to prepare a draft budget for the coming financial year which will be considered by the full parish council at its January meeting.
- 6) The Group will meet annually, on a date to be agreed between its members and the Parish Clerk, to carry out an appraisal of the Parish Clerk.
- 7) The Group will hold further meetings on matters regarding finance and personnel during the year as required.
- 8) These Terms of Reference will be reviewed annually at the May meeting by the full parish council. They can be reviewed by the full parish council more frequently should the need arise.

1<sup>st</sup> May 2025