



# **PORTREATH**

## **PARISH COUNCIL**

**Terms of Reference (ToR)**

**Budgeting Working Group (27/28)**

**Adopted: 7<sup>th</sup> September 2026**

## **Terms of Reference (ToR)**

### **Budgeting Working Group (27/28)**

The Budget Working Group has been established by Portreath Parish Council to oversee the preparation of the Parish Council's budget and precept for the financial year 2027/28.

The role of the Working Group is to coordinate a transparent and inclusive budgeting process, incorporating community input, council priorities, and statutory requirements. The Working Group will not make decisions independently but will prepare clear recommendations for consideration and approval by the Full Council at its meeting in December 2026.

The process will include a minimum of three public engagement sessions, followed by Working Group workshops to review feedback and finalise the draft budget proposal.

## **1.Membership**

The Working Group shall consist of a minimum of three representatives of the council (councillors or officers) appointed by the council.

Membership may include up to eight persons, including community members or external advisers if their expertise is required.

The term of membership will run until the budget and precept are approved at the December 2026 Full Council meeting.

## **2. Leader**

A leader will be appointed for the Working Group by the Parish Council.

The leader will act as the main point of contact for the Clerk, councillors, and members of the public.

The leader must be a councillor or officer of the Council unless otherwise agreed by the Full Council.

## **3. Powers**

Working Groups cannot make decisions on behalf of the Parish Council.

Any recommendations must be referred to the Full Council for approval.

No funds may be spent or committed without the prior approval of the Full Council.

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

The Working Group will:

- Budget Preparation
  - Review current year spending and income against budget.
  - Identify financial priorities, statutory requirements, and commitments for 2027/28.
  - Draft budget scenarios for discussion.
- Public Engagement
  - Plan and deliver a minimum of three open engagement sessions to gather input from residents.
  - Provide clear, accessible information to parishioners about budget options.
  - Record and summarise feedback for consideration.
- Workshops and Deliberation
  - Hold Working Group workshops following public sessions to assess community input and refine budget proposals.
  - Explore options for setting the precept at levels that balance community needs and affordability.

- Reporting and Recommendations
  - Prepare a final recommended budget and precept proposal.
  - Present this proposal to the Full Council at its December 2026 meeting for approval.
  - Provide updates to each Full Council meeting during the process.

## 5. Meetings of Working Groups

Working Groups are not required to meet in public; Standing Orders do not apply. However, the Council's Code of Conduct and Financial Regulations apply to all members.

Formal agendas and minutes are not required, though records of key outcomes must be kept.

The quorum shall be three members.

Reports will be made to the Full Council at each ordinary meeting and formally in December 2026 when presenting the final budget recommendation.

## 7. Members' Conduct

All members must comply with the Council's Code of Conduct and uphold the principles of the Civility & Respect Pledge.

## 8. Review

This ToR will automatically lapse once the 2027/28 budget and precept are approved. A review will be undertaken if required by the Full Council prior to that date.

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