



Bracknell Town Council

TERMS OF REFERENCE Budget Monitoring Group

1. The Working Group shall be known as the Budget Monitoring Group
2. The Working Group has no budget or delegated powers.
3. The Working Group will report to Strategy and Finance Committee and ensure the proper papers are presented for the Strategy and Finance Group to approve before passing to Full Council to be ratified.
4. The Working Group will monitor expenditure and income against Budget.
5. The Town Clerk or an appropriate member of Staff will attend meetings of the Working Group.
6. Three members shall constitute a quorum.
7. In the event of an inquorate meeting, the Chairman will rearrange the meeting
8. Any proposed agenda items need to be brought to the attention of the Town Clerk 10 working days prior to the next scheduled meeting, failure to do so may result in the item not being including on the agenda.