



Saffron Walden Town Council
Budget Working Group - Terms of Reference
Budget Period 2025/26
Agreed September 2024 Full Council

Membership:

Membership to be reviewed and appointed annually at the Annual Town Council meeting in May and will include at least one member of the Finance and Establishment (F & E) committee. It will seek to be cross-representative of all committees to ensure full participation and representation across the Council.

The 2025/26 budget working group membership was determined at the May 2024 Annual General Meeting as: Cllrs Curtis, de Vries, Eke, Freeman, Hawke-Smith, Porch and Reeve

Chair:

To be elected at the first working group meeting alongside a Deputy. The first meeting in 2025/26 takes place on 29 August 2024 where a Chair and Deputy will be appointed.

Powers:

The Working Group has no delegated authority and will form recommendations to Committees and Full Council. Importantly the Working Group discussions and supporting papers are not for public consumption and remain confidential.

Meetings:

Ordinarily to take place in the Town Hall; the regularity will be determined at the first working group meeting. The WG will take reference to established and historic timetables noting that any recommended budget should be presented to the F & E Committee in November/December, and then further to Full Council in December/January for recommendation and adoption.

Overall aim:

Working Group Councillor Members to work with Town Council Officers in the preparation of a draft budget and precept for the forthcoming year, for subsequent presentation to the Finance & Establishment Committee and Full Council.

Key objectives:

To prepare a draft budget for Council's consideration, having due regard to:

- a) Anticipated income.
- b) Planned capital expenditure.
- c) The long-term financial strategy of the council including a review of the ear marked reserves schedule of works alongside the established council priorities.
- d) The timescales to complete draft budget proposals, noting the budget process ordinarily includes first draft budget to F & E Committee in December, followed by consideration in January by Full Council.

Budget Working Group members are reminded of the need for confidentiality at all times, given the likely disclosure of financial information which would not ordinarily be in the public domain.