

Terms of Reference for Finance and General Purposes Committee

(Membership of committees to be agreed at each annual meeting of the Parish Council)

- 1) **COMMITTEE:** Finance and General Purposes
- 2) **POWER TO DECIDE:** Yes
- 3) **POWER TO ACT:** Yes
- 4) **POWER TO SPEND:** Yes
 - Spending must be within budgets agreed by the full council.
 - Agreeing Budget, setting Precept and authorising Borrowing must be referred to the full council for approval.
 - Grant applications will be reviewed by this Committee for their eligibility and then referred to the full council for approval.
 - This committee also has the power to approve pay awards and carry out staff appraisals.
- 5) **MEMBERS:** Minimum of 6
- 6) **QUORUM:** 4
- 7) **UNDERTAKINGS:**
 - a) To be cognisant of the need to be vigilant for evidence of fraud. To ensure that operational systems are such that the likelihood of fraud is minimised and transparent enough to ensure that fraud is readily detected
 - b) To review expenditure against budget
 - c) To review risk assessment and management arrangements
 - d) To review, agree and approve pay awards and other conditions of service
 - e) To scrutinise and approve bank reconciliations as prepared by the RFO
 - f) To scrutinise and approve receipts and payments schedules as prepared by the RFO
 - g) To appoint staff
 - h) To approve contracts of employment and associated documentation.
 - i) To monitor and assess employee performance
 - j) To maintain and review the Health & Safety system
 - k) To act (by delegated smaller group) in relation to disciplinary matters
 - l) To consider any item delegated by Council.
 - m) To prepare an annual budget for approval by the full Parish Council
 - n) To recommend to the Parish Council an annual precept
 - o) To develop and recommend to the Parish Council policies relating to the areas of the committee's responsibility
 - p) To review on a timely basis the current policies of the Council.
- 8) **REPORTING:** To report to full council on all aspects of the council's financial transactions and status and on all aspects of the council's staffing and Health & Safety arrangements.
- 9) **SUB COMMITTEES:** None
- 10) **ACCOUNTS:** The accounts of the Committee will form part of the council's accounts.