Cawston Parish Council

Finance and General Purposes Committee

Terms of Reference

1. Delegation

1.1 Cawston Parish Council agreed to adopt the Finance & General Purposes Committee Terms of Reference at its meeting held on June 18th 2019 and has recorded the decision under Minute 155.8.c.

1.2 Cawston Parish Council will approve renewed Terms of Reference annually at the Annual Parish Council meeting or as required.

1.3 Cawston Parish Council delegates authority to the Finance & General Purposes Committee to act on the following:

   1.3.1 Approval of spending up to £1000.
   1.3.2 Approval of activities for Council improvement through the management and development of staff and Councillors.
   1.3.3 Management of all staffing responsibilities.
   1.3.4 Delivery of effective governance.

2. Membership

2.1 The Committee shall consist of a minimum of 3 Councillors who shall be elected each year at the Annual Parish Council meeting.

2.2 The quorum of the Finance and General Purposes Committee will be 2 members.

3. Procedures

3.1 The Committee will operate within Cawston Parish Council's Standing Orders, Financial Regulations and Local Government Law.
3.2 The parish clerk will provide administrative support for the Committee and make the minutes available to the full Council in good time.

3.3 The Committee will make recommendations to the Council and only act within its delegated authority.

3.4 The Committee will meet as and when required, usually on the second Tuesday of the month with 3 clear days' notice given.

4. **Finance Responsibilities**

The Finance and General Purposes Committee will ensure the following activities are appropriately discharged:

4.1 To ensure that the Council’s finances and resources are managed in a responsible and prudent manner. This includes assessing financial, contractual and organisational risk and the impact of expenditure on the Parish Council’s reserves.

4.2 To examine the Council’s accounts on a regular basis, reporting any significant irregularities to the full Council at its next meeting.

4.3 To monitor the income and expenditure of the Parish Council throughout the year in line with budgets.

4.4 To prepare budget proposals and precept requests from the Responsible Finance Officer and to present recommendations to the Council.

4.5 To ensure there are an appropriate number of authorised signatories on the Council’s bank accounts.

4.6 To ensure that the Annual Governance and Accountability Return (AGAR) process is conducted as required, that returns are scrutinised before filing and a recommendation before submission is sent to the Council in a timely fashion for full approval.
4.7 To examine the reports of internal and external auditors, ensuring that any recommendations are considered and actioned as appropriate.

4.8 To put in place whatever internal controls it considers necessary to ensure the Council’s resources are properly managed and that rules and regulations are complied with.

4.9 To receive applications for grants and put them forward to full Council.

4.10 To efficiently manage the processes associated with receipt and payment of grants.

4.11 To ensure that appropriate records are maintained of all assets and that the assets are adequately controlled, maintained and insured.

5. **Staffing & Administration Responsibilities**

The Finance and General Purposes Committee will ensure the following activities are appropriately discharged:

5.1 To recruit and shortlist applicants who will be interviewed by a Staffing Panel consisting of appropriate members.

5.2 To conduct annual appraisals for staff members including pay and benefit reviews.

5.3 To deal with any disciplinary matters.

5.4 To deal with any staff grievances.

5.5 To review contracts, staffing policies and procedures.

5.6 To review authority delegated to the clerk and RFO.

5.7 To ensure that there is an appropriate management system of contractors’ work.
5.8 To consider and implement any changes which are required to comply with statute or best practice.

5.9 To approve requests within the training budget for members and staff.

5.10 To maintain a training log for members and staff.

5.11 To review job descriptions, person specifications and contracts.

5.12 Review staff remuneration and pension arrangements.

6. General Purposes

The Finance and General Purposes Committee will ensure the following activities are appropriately discharged:

6.1 Governance – to comply with legislation associated with good local governance.

6.2 To develop and manage an Annual Corporate Plan.