



## **Finance, Policy & Appointments Committee**

The Committee must at all times consider its duty to Best Value, Equal Opportunities (race, religion, gender, sexual orientation, marital status and any disability), Law and Order, Health and Safety and Human Rights.

In accordance with council policy and operating at all times via the Clerk/RFO, this committee has the responsibility for the overall management of the Council's Finances / Policy / Appointments, **The terms of reference for this Committee are as follows:**

**Membership of the committee shall consist of Six (6) members with a Quorum of three (3) and has the Power to Decide/Act and Power to Spend and meetings will be held on such dates, times and place as the Council may direct. This will normally be at least six (6) times per year.**

### **Finance**

- Reviewing and updating the Financial Regulations and ensuring they are observed by the Council;
- Overseeing the Financial Administration of the Council;
- Maintaining the Financial planning system including the determination of budgets/precept for Full Council's approval.
- Monitoring Performance against budgets and taking any necessary action;
- Monitoring purchasing decisions to ensure a value for money approach to all aspects of Council activity in accordance with Financial Regulations;
- Receiving and Reviewing Audit Reports and arranging for implementation of any recommendations and ensuring that an adequate and effective system of internal audit of the council's records and control systems are maintained
- Developing, maintaining and monitoring the policy on the management of reserves;
- Undertaking regular checks on the books of accounts and reconciling the books of accounts to the Bank Accounts;
- Providing advice and guidance to the Chairs of other Committees and to the full Council on all aspects of financial management;
- Appointing sub committees to undertake any specific project work as necessary;



- To consider Health and Safety matters
- To manage and maintain the Parish Office, equipment, van, also monitor the use of the Council's Assets as they appear on the asset register.
- Perform a Risk Assessment of all Council Services, Business and Assets.
- To review in conjunction with the Clerk/RFO the council's insurance arrangements ensuring the property and risks are adequately insured.
- To authorise any expenditure within the Council's powers up to a maximum of £5,000 for any item without prior reference to Full Council such expenditure to be reported specifically at the next Full Council Meeting.
- Three members which includes both, the Chair and Vice Chair will make emergency decisions for items, including financial matters directly relating to the above Committee, when, for whatever reason (but only as a matter of urgency) it is not possible for the Committee to meet. During recess the Chair/Vice Chair will in conjunction with the Clerk/ RFO make decisions on behalf of the Committee. All decisions made will be reported back at the next meeting of the Committee

## **Policy**

- To develop and maintain a strategic and Action plan for the Parish;
- To monitor progress and council actions in pursuit of that strategy;
- To monitor new legislation and guidance from NALC/EALC and to develop policy responses as necessary;
- To develop and monitor policies for all aspects of Council Governance that satisfy the legal obligations and are congruent with the approved strategic direction;
- To review Standing orders and policies and the consequences of implementation of policy and to adapt policies as necessary to meet changing circumstances

## **Personnel**

- Receive recommendations from the Personnel Committee on Personnel Matters



**Local Government Reforms Steering Committee**

- Receive recommendations from the LGR Steering Committee on related matters.

**Appointments**

- In conjunction with the Clerk/RFO, oversee all staff recruitment.
- To ensure appropriate development opportunities for all members and staff on all aspects of the operation of the Council;
- To ensure, in cases where there is an excess of applicants, that the appointments reflect the terms above as far as possible;

**Reporting**

To Report to Full Council on all aspects of the Councils Financial Transactions and status.

To report/make recommendations to Full Council on Personnel Matters, where appropriate and permitted by Standing Orders.