



## **Terms of Reference**

### **Finance, Staffing, General Purposes and Audit Committee**

Composition: 8 Elected Members

Chairmanship: Chairman & Vice-Chairman to be elected by Members at the first committee meeting held in each Council year

Meetings: Minimum of 4. In the event of an item of urgency an Extra Ordinary meeting can be convened by the Proper Officer or Chairman of the Committee.

Timing: 7.00pm

Venue: The Claytawc Centre

Reports to: Full Council

Administration: The Parish Office

Legal Status: Localism Act 2011.  
Local Government Act 1972  
Local Government Act 1999  
Public in accordance with the Parish Council's Standing Orders and the Public Bodies (Admission to Meeting) Act 1960 (S2 Sch 2).

### **Terms of Reference & Matters Delegated to the Committee**

1. To consider such matters as may be delegated by the Council from time to time.
2. To prepare annual estimates of income & expenditure (Budget) of the Council on continuing services and payments of capital expenditure for the next financial year and to make recommendation to the Council on the Budget & Precept in time for the Parish Council meeting to be held in December each year.
3. To regulate & control the finances of the Council and to have charge of the financial & accounting arrangements of the Council. (Internal Control Checks).
4. To undertake annual risk assessment with regard to Councils accounting procedure.
5. To make recommendations to the Council on the use of financial reserves.

6. To make recommendations to the Council on capital expenditure not already provided for in Councils estimates of expenditure for the current financial year.
7. Authorisation of expenditure within the budget provided that payment is made within the limit previously approved by Council. The Committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds must be authorised by Full Council. The Finance, Staffing, General Purposes & Audit Committee may incur expenditure up to £3000 per transaction subject to there being sufficient funds in the Budget to meet such expenditure.
8. To consider the recommendations of Sub-Committees or Steering (Advisory) Groups under the control of the Finance, Staffing, General Purposes & Audit Committee.
9. All members of Full Council not on the Finance, Staffing, General Purposes & Audit Committee may attend and participate in the meeting but have no voting rights.
10. To assume the management & maintenance of the Public Toilets in St Dennis and submit recommendations for consideration by Full Council. Expenditure to be in accordance with Financial Regulations.
12. To regularly review staffing levels based upon reports & recommendations from the Staffing Committee and submit recommendations for consideration by Full Council.
13. To review the grading of staff and level of remuneration using as a guide the National Joint Council Salary scale and conditions of services and submit recommendations for consideration by Full Council.
14. To be responsible for & implement the necessary requirements under current Health & Safety Legislation.
15. To review from time-to-time policy objectives within the committees Terms of Reference for consideration by Full Council.
16. Make recommendations to the Council on all matters not within existing policy.

#### **Matters not delegated to the Committee**

1. The consideration of new & reviews of consultation policy documents of other bodies and any other consultation document.
2. Any matter falling within the remit of the committee which involves the introduction of a new policy or changes to existing policy, future direction & strategy.

Adopted by St Dennis Parish Council on the 5<sup>th</sup> April 2022.

Minute Ref: 05/22

Reviewed by St Dennis Parish Council on the 3<sup>rd</sup> May 2022

Minute Ref: 37/22