



# Boxley

## PARISH COUNCIL

### **Finance and General Purposes Committee Terms of Reference**

#### **Role**

The role of the Finance and General Purposes Committee is to oversee/manage the following aspects of the financial administration of the Parish Council including arrangements for the preparation and audit of the Council's systems and accounts. Deal with the employment of office staff and personnel issues relating to all staff and such other general administration matters as may be decided by the Parish Council.

#### **Responsibilities**

The Finance and General Purposes Committee shall:

1. Develop and, where necessary, recommend to the Parish Council policies and procedures for the financial management of the Council. Advise the Parish Council and committees, as necessary.
2. Oversee the investment strategies of the Parish Council and advise accordingly.
3. Receive and consider annual draft budgets prepared by each Committee or budget holders.
4. Recommend an annual budget and precept for the Council
5. Maintain an overall view of manpower requirements and the allocation of manpower resources and to deal with matters pertaining to staff, subject to all new posts being approved by the Council.
6. Deal with the appointment of office staff.
7. Deal with personnel matters generally and in particular;
  - 7.1 Establishment of new positions.
  - 7.2 Recruitment and appointment procedures for office staff and, where necessary, to guide/advise the Estates Committee on such procedures for the recruitment and appointment of the Caretaker, Relief Caretakers and such other staff as may be appointed to service the Estate.
  - 7.3 Training (some training is the responsibility of other Committees)
  - 7.4 All Staff Welfare.
  - 7.5 Terms and Conditions of Service for office staff.
  - 7.6 All staff disciplinary and grievance issues.
  - 7.7 All staff matters arising under legislation relating to contracts of employment and industrial relations.
  - 7.8 Matters relating to all staff under Health and Safety Legislation.
  - 7.9 Appraisals. The Chairman of the Parish Council shall conduct the Appraisal of the Clerk. The Clerk shall conduct the Appraisal of all other staff. The Chairman will sign off all Appraisals conducted by the Clerk.
8. Monitor reserves to ensure that surpluses are not built up other than for working capital or for earmarked projects and known liabilities, ensuring that sufficient reserves are retained for future maintenance, replacement or upgrading of items for which the Council is responsible.

9. Monitor income and expenditure against budget and take/recommend appropriate action to the Council or committees.
10. Consider requests to vire, where necessary, from the Contingency Budget to other budget headings.
11. Undertake a financial risk analysis annually and review the Council's insurance arrangements to ensure that the Council is adequately insured.
12. Receive and review Audit Reports and ensure the implementation of any recommendations.
13. Deal with requests for grants\* and Section 137 donations. \*Excluding Village Hall Grants which come under the remit of the Estates Committee.
14. Make recommendation to the Council on the implications of applying for a Public Works Loan. If approved to manage the council's loan debt.

### **Committee Budget**

1. To draft the budget and decide priority ratings for the Finance and General Purposes Committee (for consideration with the recommendations from other committees).
2. To manage the budget and vire, where necessary, between budgets held and managed by the committee.
3. To manage, according to Financial Regulations, contracts and tenders for any projects within the budget of the committee.

### **Membership**

1. The Committee shall consist of up to ten councillors, including as per standing orders, the Chairs and Vice Chairs of the Parish Council and committees.
2. The committee may appoint working parties to undertake any specific project work as necessary

### **Other**

The Parish Council has the right to identify issues that will be dealt with at the full meeting of the Parish Council.

The parish council may allocate to the committee matters outside of the above remit with the agreement of the Chair and Vice Chair of the committee.

**Adopted by Council May 2022**