

# Terms of Reference for the Finance & General Purposes Committee

*Approved at Full Council Meeting 13 August 2019*



## 1. Authority

The Finance & General Purposes Committee is appointed by and is solely responsible to the Eynsham Parish Council. The Committee duties are defined and agreed by the Main Council who may vote, at any time, to modify the Committee's powers. The committee will meet quarterly but can also be convened to deal with special events as they occur. **The committee has executive powers with the exception of responsibilities that are listed as 'recommended.'**

## 2. Membership

All members of the Committee will be elected Councillors. The Committee will consist of no fewer than **four elected Parish Councillors**. At its first meeting, it will elect a Chairman to preside at its future meetings and will also elect a Vice Chairman if it wishes – to be re-elected each year after the Annual Parish Council meeting. A quorum at the Committees meetings will consist of no fewer than **three elected members**. The Chairman and Vice Chairman of the Council will automatically be members of the committee and have full voting rights.

## 3. Records of Proceedings

Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors with recommendations for the next Full Council meeting. The minutes will be published at Eynsham Online. The Parish Clerk will be responsible for arranging the recording and distribution of the minutes.

## 4. Responsibilities

Primary Purpose: to manage the Council's financial resources and to debate and recommend strategy and action on policy and operational matters concerned with Council's finances, property, resources, land and manpower.

The Finance Committee will have the following specific **executive** duties:-

- (a) To monitor and effect compliance with laid down internal and external audit and other financial procedures, regulations and statutes.
- (b) To make provision for future agreed capital projects.
- (c) To approve within budgetary limits the day to day expenditure.

The Finance & General Purposes Committee will have the following specific **non-executive** duties and will make **recommendations** to the Council:-

- (d) To review and recommend amendments to the Council's Financial Regulations and Standing Orders annually and to ensure that the Council is observing the regulations.
- (e) To ensure adequate financial controls are in place to utilise and protect the Council's finances and assets – to include insurance of buildings and property and maintenance of asset register and make recommendations to the Council accordingly.
- (f) To review and recommend amendments to the Council's procedures and practices in respect of its obligations under freedom of information and data protection legislation.
- (g) To review establish and effect a clear policy for grant aid administration.
- (h) To consider other Committee's annual spending/budget levels and capital projects to be undertaken and recommend implementation of the same to the Council.
- (i) To prepare budgets and recommend precepts for submission to the Council for approval.
- (j) To recommend to the Council such delegated powers to the Clerk as thought appropriate.
- (k) To review and recommend an active policy for the best use and upkeep of the Council's property and resources.
- (l) To review Council Fees and Charges on a regular basis (at least annually).
- (m) To monitor and where appropriate recommend purchase of all capital items.
- (n) To monitor the Council's Financial Risk Assessments and recommend changes where necessary.
- (o) To monitor, review and recommend on all matters relating to the Council's staff levels, emoluments and conditions of service.
- (p) The Council (normally the Chairman for the Clerk and the Clerk and Chairman for all other employees) undertake annual staff appraisals and include the following for consideration/discussion:
  - Assessment of past performance and the improvement of future performance.
  - Assessment of future potential.
  - Assessment of training and development needs.

The Committee will provide comments to the Chairman/Clerk before the appraisal, for discussion. A confidential report will be provided to the Committee following the appraisal.

*Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.*