

Terms of Reference for the Finance & General Purposes Committee

1. Authority

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

2. Membership

All members of the Committee will be elected Councillors¹. 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. The committee membership will be elected at each Annual Parish Council Meeting. A quorum at the Committee 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. Only elected committee members are able to be present for matters relating to employment and setting the Precept/Budgets.

3. Records of Proceedings

Written minutes will be taken to record the Committee's decisions and will be circulated to all members. The Parish Clerk will be responsible for arranging the recording and distribution of the minutes. The minutes will be published online. The Parish Clerk will be responsible for arranging the recording and distribution of the minutes. All employment matters will be discussed with the press and public excluded under the provisions of the Admission to Meetings Act 1960.

¹ Local Government Act 1972 s102 (3).

4. Responsibilities

Finance & General Purposes relate to the Council's buildings, finances and human resources. The committee will defer any matter it considers appropriate to Full Council for resolution.

The committee is responsible for making resolutions in respect of the following:-

	Budget Codes
(a) To monitor and effect compliance with laid down internal and external audit and other financial procedures, regulations and statutes.	101 - 4057
(b) To make provision for future agreed capital projects.	
(c) 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.	101 - 4025
(d) 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.	101 - 4024
(e) To review, establish and effect a clear policy for grant aid administration.	101 - 4061
(f) To consider other Committee's annual spending/budget levels and capital projects to be undertaken and recommend implementation of the same to the Council.	
(g) To prepare budgets and recommend precepts for submission to the Council for approval.	
(h) To recommend to the Council such delegated powers to the Clerk as thought appropriate.	
(i) To review and recommend an active policy for the best use and upkeep of the Council's property and resources.	All codes under 105 and 109.
(j) To review Council Fees and Charges on a regular basis.	
(k) To monitor and where appropriate recommend purchase of all capital items.	
(l) To monitor the Council's Financial Risk Assessments and internal controls and recommend changes where necessary.	

Human Resources (All codes under 101, 105 and 132)

- (m) To deal with all matters relating to staffing including appointments and terms and conditions of service and HR policies;
- (n) To consider all aspects of health and safety law as it affects the members of staff.
- (o) To act as potential panel members to hear a grievance from a member of staff (as appropriate).
- (p) To act as potential panel members to hear disciplinary proceedings against a member of staff (as appropriate).

- (q) The Council (normally the Chairman for the Clerk and the Clerk 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.
- (r) A Schedule of Work is required for the following year activities which will inform the budget setting process, identify training needs, dedicate Officer time, agree priorities and communication requirements.

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.