

Sharnbrook Parish Council

Finance and General Purposes Committee

TERMS OF REFERENCE

Membership

,Vice Chairman of the Council, the Chairman of each other Committee, and any other Councillor who wishes to sit on the Committee, to be appointed annually, normally at the Annual meeting in May.

Quorum

Three members shall constitute a quorum.

Chairman

The Chairman or Vice Chairman of the Council

Meetings

To be held at least quarterly, one of which will be in November or December, at which the agenda will include the budget and precept to be raised for the next financial year, and one prior to the July Council meeting at which the agenda will include review of salaries.

Meetings to be held in an appropriate publicly-accessible venue.

Public notice of meetings to be given at least three clear days beforehand.

Devolved Matters

The Parish Council devolves to the Committee responsibility for oversight of the finances and general administration of the Council. This will include:

Finance :	drafting the annual budget deciding on the precept to be raised reviewing the budget as necessary reviewing Insurance
Human Resources:	reviewing salaries advertisement and recruitment of any new staff training of Councillors and staff as required matters affecting council Employees Breaches of the Code of Conduct
Administration:	reviewing the system of internal control, including internal audit reviewing risk management policy statements, and risk assessments reviewing standing orders, regulations and protocols bi-annually drawing up new policies as may be required from time to time review of parish office equipment and use of Parish office annual review of asset list
Communication:	review use of, and updating of website review use of social media production of newsletters production of Annual report

The Committee will make recommendations to the Council on all such matters.

Minutes

Minutes of meetings to be circulated to all Parish Councillors and received at the next Parish Council meeting.

Standing Orders of the Council

Standing Orders of the Council shall also apply to the Committee insofar as they are appropriate.

Agreed at PC meeting 09/01/18