

# Drayton Parish Council

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## DRAYTON FINANCE AND PERSONNEL COMMITTEE TERMS OF REFERENCE

**Date Last Agreed: May 2022      Date of Next Review: May 2023**

**Objective:** The Drayton Finance and Personnel Committee has an overview of the Council's finances, assets, risks and staffing, including contractors, and makes recommendations to council on these matters.

### **Membership:**

1. Membership of the Finance and Personnel Committee is established at the Annual Meeting of the Parish Council in May each year.
2. The Finance and Personnel Committee comprises up to five members, including the Chairperson(s) of the Planning Committee, the Neighbourhood Development Plan Working Group the Rights of Way and Conservation Working Group, and two other Councillors. The Chairperson of the parish council is ex officio on all committees and working groups.
3. One of the members of the Finance and Personnel Committee is elected annually by the Parish Council as its chairman.
4. Other councillors may join during the year if a vacancy arises and if authorised by Parish Council at a monthly meeting of the Council.
5. Experts from outside bodies may be invited to attend committee meetings. They shall leave the meeting if the committee goes into confidential session to discuss any personnel matter, unless they are specialist HR advisors invited for that specific purpose. These persons do not have a right to vote or to move or second a motion (as per Standing Orders).

### **Meetings**

6. Meetings of the Finance and Personnel Committee shall be held at least four times a year. Meetings normally take place prior to the main Parish Council meetings in May, August, November and February.
7. The quorum for the Finance and Personnel Committee is three members.

### **Decision/Delegated Powers:**

8. To regulate, manage and control the finance and resources of the parish council, including the recommendation to parish council of the annual budgets, precept and level of charges within the council's Financial Regulations;
9. To review the expenditure on capital schemes and all budgets;
10. To provide guidance to committees, working groups and the parish council on overall levels of income and expenditure;
11. To approve routine budgeted expenditure up to £4999. This complies with section 4.1 of the parish council's current Financial Regulations.
12. To approve miscellaneous grants which may arise during the year up to a maximum of £2.5k after circulating them to full council first for comment.
13. To determine the level of staffing resources to the council together with matters relating to terms and conditions of employment, and basic level of salaries;
14. To carry out probation and annual reviews for parish council staff, and confirm that these reviews have been undertaken to full council;
15. To ensure the council complies with all legislative requirements relating to the employment of staff;
16. To ensure that an adequate and effective system of internal control is in place to secure the integrity of finances and any other information;
17. To ensure the preservation of probity and good financial and other practices within the council;
18. To consider and recommend to the council appropriate action on all reports arising from both internal and external auditors, and to carry out any such actions agreed by the council;
19. To report annually to the council on the effectiveness of the audit process
20. To scrutinise and advise the council on any contractual undertakings, and to monitor the contract compliance for any contractors.
21. To take steps to identify and update key risks facing the council (including submitting the annual risk assessment to council), and to decide upon appropriate measures to avoid, reduce or control those risks or their consequences, including annual levels of insurance cover;
22. To maintain the council's asset register, and regularly to inspect and to recommend any necessary repairs to keep the assets in a safe and sound condition.
23. To maintain and review the Health & Safety system.

24. To scrutinise the Annual Return and Governance Report prior to submission to council each year.
25. To provide regular monitoring reports to the relevant committees on levels of income and expenditure in accordance with authorised budgets. The F&P committee has ultimate responsibility to ensure financial balance and probity of the Parish Council;
26. Developing, maintaining and monitoring the policy on the management of reserves;
27. Undertaking regular review of the councils accounts, bank statements and bank reconciliations;
28. To consider and where appropriate, authorise any requests for supplementary expenditure from spending committees;
29. To receive, consider and recommend to the council, any applications for grants from organisations which support activities and services which benefit Drayton residents, in accordance with the parish council's powers under current legislation
30. The F&P committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work.