



## Terms of Reference for the Finance & General Purposes Committee

### 1 Responsibilities

- a 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.
- b The Finance & General Purposes Committee will have the following specific **executive** duties:-
  - i To monitor and effect compliance with laid down internal and external audit and other financial procedures, regulations and statutes.
  - ii To make provision for future agreed capital projects.
  - iii To approve expenditure within budgetary limits for items up to £5000 (per Financial Regulations 4.1)
  - iv To authorise expenditure up to £2500 per annum for Council Services whether or not there is any budgetary provision, should it be deemed necessary.
  - v To appoint a Personnel Sub-Committee.
  - vi To manage the Website and other Social Media.
- c The Finance & General Purposes Committee will have the following specific **non-executive** duties and will make **recommendations** to the Council:-
  - i 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.
  - ii 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.
  - iii 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.
  - iv To review establish and effect a clear policy for grants made by the Parish Council.
  - v To consider other Committee's annual spending/budget levels and capital projects to be undertaken and recommend implementation of the same to the Council.
  - vi To prepare budgets and recommend precepts for submission to the Council for approval.
  - vii To recommend to the Council such delegated powers to the Clerk as thought appropriate.
  - viii To monitor the Council's Risk Assessments and recommend changes where necessary.
  - ix To monitor, review and recommend on all matters relating to the Council's staff levels, emoluments and conditions of service.
  - x The Council (normally the Chair for the Clerk and the Clerk and Chair 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 Chair/Clerk before the appraisal, for discussion. A confidential report will be provided to the Committee following the appraisal.

**2 Authority**

- a The Finance & General Committee is appointed by, and solely responsible to Wootton Parish Council. The Committee’s duties are defined and agreed by the Main Council, which may vote, at any time, to modify the Committee’s powers.
- b The committee has executive powers with the exception of responsibilities that are listed as ‘recommended.’

**3 Membership**

- a The Committee will consist of ~~no fewer than four~~ five parish Councillors,
- b The Council will appoint a Chair. It will also appoint a Vice Chair if thought appropriate, although any elected member can preside by agreement in the Chair’s absence.
- c A quorum will be a minimum of ~~three~~ four elected Members. Chair and Vice Chair of Full Council will have automatic membership and full voting rights.
- d The Committee’s membership and Chair shall be agreed at the~~The~~ Annual Meeting of the Council ~~can re-confirm the Group’s membership, Chair and~~
- de These terms of reference ~~or appoint other members to serve for the forthcoming civic year.~~ Shall be approved at the Annual Meeting of the Parish Council.

**4 Meetings**

- a The committee will meet a minimum of three times a year in April/May, September and December, but can also be convened to deal with special events as they occur.
- b The meeting will be called by the Clerk or by the Chair of the Committee.
- c 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.
- d The minutes may be recorded by the Clerk or a member of the committee.
- e The Parish Clerk will be responsible for arranging the distribution of the agenda and minutes.

Date Adopted/Reviewed	Minute Ref	Due for Review
5/11/19	Nov-19 11	APM 5/5/20
5/5/20	May-20: 8	APM 2021



**Suggested Amendments:**

- ~~Oversee the maintenance of street furniture~~
- ~~Make recommendations on street furniture requirements, including risk assessments and insurance cover~~
- ~~Oversee the management of the Council's communications including the Council Web site, newsletter and Facebook~~
- ~~Review the Council's information technology resources, including computing hard ware and software and telephones~~
- ~~Oversees management of noticeboard~~