

## **HEATHFIELD AND WALDRON PARISH COUNCIL**

### **FINANCE AND GENERAL POLICY COMMITTEE**

#### **Terms of Reference**

The Finance and General Purposes Committee reports to full Council and is responsible for the financial management of the Council, considering policies relating to the Council's areas of responsibilities and staffing matters. The Staffing Sub-Committee reports to this Committee.

#### **Membership**

The Committee shall consist of Members of the Parish Council including the Chairman and/or Vice-Chairman who shall have full voting rights. The Committee shall invite non-councillor members to join the Committee where they may have expertise to offer on a particular subject but non-councillors shall not have voting rights.

Meetings shall be open to the public unless a Resolution is passed relating to a particular item on the agenda that the business to be transacted is prejudicial to the public interest by reason of its confidential nature or other special reason, which shall be duly recorded.

Committee members are required to read the documentation relating to agenda items prior to attending the meeting.

#### **Quorum**

A quorum must comprise at least three voting Members or one third of the Committee members, if this figure is higher..

#### **Chairman**

At the first meeting and thereafter at the first meeting after the Annual General Meeting of the Council, the FGP Committee shall elect from its number a Chairman and Vice-Chairman of the Committee.

Prior to the issuing of the agenda for the meeting, the Chair of the Committee will liaise with the Clerk over the items to appear on it.

#### **Meetings**

The FGP Committee shall meet quarterly or more frequently if required. Meetings usually held in the months of March, June, September and December (Budget Meeting).

Meetings will be supported by the Clerk or the Assistant Clerk.

The Agenda and notice of the meeting will be notified at least 3 clear working days in advance, in accordance with paragraph 2 of Standing Orders.

If a Committee member is unable to attend the meeting they should, where possible, inform

the Parish Council no later than noon on the day of the meeting.

Minutes of the Committee will be circulated to all Members of the Council and signed by the Chairman of the FGP Committee at its next meeting.

### **Purpose**

- To monitor, review and approve the Council's financial management procedures.
- To consider and agree grants to local groups and organisations
- To consider and agree annual grants to approved bodies
- To agree the Council's draft budget and Precept requirements for approval by the Council
- To consider and agree policies relating to the Council's areas of operation and forward to the full Council for adoption
- To deal with staffing matters and personnel matters having regard to recommendations from the Staffing Sub-Committee
- To approve authorised signatories in respect of payments to contractors
- To undertake Members' audits (usually authorised signatories in rotation)
- To consider the financial impact of decisions made by Committee and the Council and any long-term implications
- To consider and approve Financial Regulations
- To ensure the Council has adequate insurance cover for all its activities
- To consider and approve repairs to the Parish Council office site

### **Delegated Powers**

Budget monitoring and approval of financial procedures, payments to contractors, contracts (not within the remit of another Committee) and audit regulations

Approval of grants to outside bodies and organisations

Approval of staff contracts of employment and documentation following recommendation from the Staffing Sub-Committee