

# **Beer Parish Council**

## **Terms of Reference**

### **Finance & General Purposes Committee – Terms of Reference**

**Membership:** Up to seven members of the Council (including the Chairman of the Council as a voting member).

#### **Delegated Powers**

##### **General:**

Councillors will be advised by the Parish Clerk whether a particular item under discussion is within the Committee's delegated powers. If it is within the delegated powers, the minutes will record the decision as RESOLVED. If not, then the minutes will record the decision as RECOMMENDED and it will then be brought to the attention of the Council for decision.

##### **Specific Delegated Powers:**

##### **Finance:**

1. To monitor the Council's activity in accordance with the Council's Financial Regulations.
2. To produce detailed estimates of all income and expenditure including the use of reserves and all sources of funding for each year in the form of a budget and present it to Council at its December meeting for Council to approve and set the precept.
3. To review cheque signatories annually.
4. To review the Council's banking arrangements, including the Bank Mandate, annually.

##### **Personnel:**

1. To review staffing structures and levels and make recommendations to Council.
2. To oversee the recruitment and appointment of staff and make recommendations to Council. All employment contracts to be agreed and signed off by Council.
4. To establish and review salary pay scales for all categories of staff and to be responsible for their administration and review. Undertake an annual review of salary levels for all staff and make recommendations to Council.
5. To establish and review performance management and make recommendations to Council.
6. To act as the Committee for Disciplinary and Grievance matters – delegated authority to hear and make decisions regarding disciplinary and grievance matters (refer Disciplinary & Grievance policies)

##### **General purposes:**

1. To review parking permit fees/agreements re lease of land/terms of reference and make recommendations to Council.
2. To review charging schedule for events and make recommendations to Council.
3. To review Standing Orders and Financial Regulations and make recommendations to Council.
4. To review Risk Management procedures and make recommendations to Council.
5. To review Data Protection procedures and make recommendations to Council.
6. To review website and make recommendations to Council.
7. To act as the Complaints Committee – delegated authority to hear complaints and decide whether the complaint should be upheld (refer Complaints procedure)

**Conditions:**

1. Membership of the Committee to be appointed at the Annual Council Meeting in May each year.
2. Meetings to be convened annually or as necessary.
3. Minutes to be presented to the next available ordinary meeting of Beer Parish Council.
4. The Parish Clerk will support the Committee.

**Restrictions:**

1. The quorum shall be a third of members or 3 whichever is the lower number.
2. The Parish Council's Code of Conduct applies to this committee.

NOTE: Beer Parish Council will take corporate responsibility as a whole council on employment matters and will ensure that the Council is a "good employer" and has the appropriate policies and procedures in place to meet the legislative requirements in respect of employment law and to support and develop its staff.

The Terms of Reference for the Committee will be reviewed annually by Beer Parish Council.

Signed: Geoff Pook

Name: Geoff Pook

Position: Chairman of Beer Parish Council

Date: Revised December 2021

Reviewed December 2025