



# ST MEWAN PARISH COUNCIL

## Terms of Reference 2016-2017

### Finance, Staffing, General Purposes & Audit Committee

Composition: 7 elected members with voting rights (as per Annual Council Meeting).

Chairmanship: Chairman to be elected by Members at the first committee meeting held in each Council year.

Meetings: 4 In the event of an item of urgency an Extra Ordinary meeting can be convened by the Proper Officer or Chairman of the Committee.

Timing: 7.00pm

Venue: St Marks Church Hall Sticker, Trewoon Village Hall and Polgooth Village Hall

Reports to: Full Council

Administration: Clerk's Address

Legal Status: Localism Act 2011.  
Local Government Act 1972  
Local Government Act 1999  
Public in accordance with the Parish Council's Standing Orders and the Public Bodies (Admission to Meeting) Act 1960 (S2 Sch 2).

### **Terms of Reference & Matters Delegated to the Committee**

1. To consider such matters as may be delegated by the Council from time to time.
2. To prepare annual estimates of income & expenditure (Budget) of the Council on continuing services and payments of capital expenditure for the next

financial year and to make recommendation to the Council on the Budget & Precept in time for the Parish Council meeting to be held in December each year.

3. To regulate & control the finances of the Council and to have charge of the financial & accounting arrangements of the Council. (Internal Control Checks).
4. To undertake annual risk assessment with regard to Councils accounting procedure.
5. To make recommendations to the Council on the use of financial reserves.
6. To make recommendations to the Council on capital expenditure not already provided for in Councils estimates of expenditure for the current financial year.
7. Authorisation of expenditure within the budget provided that payment is made within the limit previously approved by Council. The Committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds must be authorised by Full Council. (The Finance and General Purposes Committee may incur expenditure up to £1,000 per transaction subject to there being sufficient funds in the Budget to meet such expenditure. As per Financial Regulations).
8. To consider the recommendations of Sub-Committees or Working (Advisory) Groups under the control of the Finance, Staffing, General Purposes and Audit Committee.
9. All members of Full Council not on the F & GP Committee may attend and participate in the meeting but have no voting rights.
10. To assume the management responsibility of the Allotment Garden including the review of rent and submit recommendations for consideration by Full Council. Expenditure to be in accordance with Financial Regulations.
11. To negotiate with the lessee's terms & conditions of leases for all Parish Council property & land and submit recommendations for consideration by Full Council.
12. To assume the management & maintenance responsibility of Bus Shelters & Street Furniture (Seats, Bins, Notice Boards) within the St Mewan Parish Council boundary and submit recommendations for consideration by Full Council. Expenditure to be in accordance with Financial Regulations.
13. To assume the management & maintenance of the Parish Council Car Parks, Playing Fields, Footpaths and Maintenance of Burial Gardens and submit recommendations for consideration by Full Council. Expenditure to be in accordance with Financial Regulations.
14. To review from time to time policy objectives within the committees Terms of Reference for consideration by Full Council.

15. To receive, consider and approve the Internal Auditor's Report and to take such action as may be necessary to comply with the Internal Auditor's recommendations.
16. Make recommendations to the Council on all matters not within existing policy.

### **Personnel and Staffing**

1. To draft and keep under review the staffing structure of the Council and make recommendations as appropriate
2. To keep under review staff work/life balance, working conditions and wellbeing, including the monitoring of absence.
3. To keep under review all staff contracts of employment, pay scale, terms and conditions and make recommendations to full council.
4. To monitor the Council's employment policies and procedures in respect of changes to legislation and make recommendations to Council where appropriate.

### **Performance**

1. To carry out staff appraisals
2. To make recommendations on personnel related expenditure to the Finance, Staffing, GP and Audit Committee of the Council
3. To identify training requirements through appraisal and agree staff training programmes

### **Complaints**

1. To receive and consider any complaints made under the Council's Grievance and Disciplinary Procedure
2. To investigate and, where appropriate, hear complaints made under the Council's Grievance and Disciplinary Procedure and take whatever action necessary.

### **Delegation of Power**

1. Matters of an urgent nature requiring settlement before the next meeting of the Council may be dealt with by the Parish Clerk in conjunction with the Chairman and one other Councillor at their discretion but must be submitted for approval at the next meeting of the Committee.

### **Matters not delegated to the Committee**

1. The consideration of new & reviews of consultation policy documents of other bodies and any other consultation document.
2. Any matter falling within the remit of the committee which involves the introduction of a new policy or changes to existing policy, future direction & strategy.

Recommended on 13<sup>th</sup> October 16  
Minute No FSGPA 5/16  
Adopted by Full Council on 11<sup>th</sup> January 17  
Minute No FC140/17  
Re-Adopted by Full Council on the 16<sup>th</sup> May 18  
Minute No: AC14/18  
Re-Adopted by Full Council on the 8<sup>th</sup> May 19  
Minute No: AC16/19  
Review at Annual Council 2020