



## ST MEWAN PARISH COUNCIL

Parish Clerk: Wendy Yelland (CiLCA)  
Tre Bethan  
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### **Terms of Reference - Finance, Staffing, General Purposes & Audit Committee**

Composition:	Five (5) elected members with voting rights
Quorum:	Three (3) members
Chairmanship:	Chairman and Vice-Chair to be elected by Members at the first committee meeting held in each Council year.
Meetings:	Three (3) In the event of an item of urgency, an Extra Ordinary Meeting can be called in line with Council's adopted Standing Orders and Legislation.
Timing:	7.00pm
Venue:	St Marks Church Hall, Sticker, PL26 7HF
Reports to:	Full Council
Administration:	Clerk's Address

### **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 consider the Responsible Finance Officer's/Clerk's annual estimates of income & expenditure (Budget) of the Council on continuing services and payments of capital expenditure for the next financial year. To make recommendations 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. Three Internal Control checks will be undertaken in the financial year.
4. To regularly monitor income and expenditure at the Finance, Staffing, General Purposes and Audit Committee meetings. To make any recommendations to Full Council

4. To undertake the annual risk assessment regarding the 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. 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.
8. To negotiate with the lessee's terms & conditions of leases for all Parish Council property & land and submit recommendations for consideration by Full Council.
9. 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.
10. To consider the Internal Auditor's Report and to take such action as may be necessary to comply with the Internal Auditor's recommendations. Reporting to Full Council and actions taken as a result of the report.
11. To appoint Committee members/s to undertake a data protection report as part of the management of risk process, together with any necessary actions to comply
12. 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 levels and make recommendations to Full Council as appropriate
2. To keep under review staff work/life balance, working conditions, hours 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 agree job description/person specification for staff vacancies
5. 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 once a year
2. To report make recommendations on personnel related expenditure to Full 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 reported at the next meeting of the Council
2. To consider and implement any changes which are required to comply with Employment Law, Health & Safety Law and Terms and Conditions of Service as laid down by the National Joint Council and recommend by the National Association of Local Councils and Society of Local Council Clerks.
3. Oversee staff recruitment, selection, and appointment. Make recommendations to Full Council.
4. To assume the management, maintenance, and expenditure for the responsibility of Bus Shelters & Street Furniture (Seats, Bins, Notice Boards) within the St Mewan Parish Council boundary provided that payment is made within the budget limit previously approved by Council and in accordance with the Financial Regulations. Make recommendations for consideration by Full Council.
5. To assume the management, maintenance and expenditure responsibility of the Allotment Garden including the review of rent. Payment can be made within the budget limit previously approved by Council and in accordance with the Financial Regulations. Make recommendations for consideration by Full Council.

## **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.

Adopted: 8<sup>th</sup> June 22  
Minute No: OC66/22