

These Terms of Reference were adopted by at Full Council on 16th May 2023.

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Terms of Reference for Finance and General Purposes Committee

Committee under s.101(2) of the 1972 Act.

Appointed by	Full Council
Number of Members	7 Members to include the Chair and Vice Chair of Council and the Subject Leaders.
Number of Members for staffing matters	5 Members to include the Chair and Vice Chair of Council and other Subject Leaders.
Membership Renewed	Annually in May
Meetings	To be called by the Chairman of the Committee and the RFO as and when deemed necessary.
Delegated authority for decisions	Yes
Delegated authority for Budget	Yes
Can appoint Sub- Committee	Yes
Members to form a Quorum	5 for F & GP and 5 for Staffing.

The Finance Committee is appointed by and is solely responsible to Pevensey Parish Council. The Committee duties are defined and agreed by the Full Council who may vote, at any time, to modify the Committee's powers.

To work with the RFO in the management of the Council's financial resources and to consider and recommend strategy and action on policy and operational matters concerned with Council's finances, property and resources.

Powers and Responsibilities

- At the Annual Meeting of the Parish Council, the Chair and Vice of Council are automatically elected as Chair and Vice of the Financial and General Purposed Committee.
- In general, to oversee the internal accounting affairs of the Council.
- To prepare an annual budget for recommendations
- To review grant applications received for each forthcoming year and to make a recommendation to Council in December based on applications received.
- To take responsibility for pursuing, or arranging to be pursued, all possible and relevant sources of external funding.
- To consider forward planning and provide earmarked reserves for the replacement of equipment, buildings and specific items of expenditure required in the future in order to lessen the precept burden in any one year.
- Undertaking the annual review of all fees, charges and allowances
- To seek grant aid and appropriate support in respect to the responsibilities of the Council.
- To consider long term objectives of the Councils' formulated business plan (including financial management) to achieve such objectives.
- To review financial reports provided by the RFO and oversee day to day management of the Councils' finances and assets.
- To agree the payment of emergency payments which cannot wait until the full meeting of the Parish Council, providing two members agree.

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- To oversee personal matters, including agreeing staff salary increases as recommended by the appointed from the committee to who deal with staffing matters.
- To approve requests for expenditure on revenue items in line with the agreed budgets for sums up to £5000 in accordance with Councils Financial Regulations
- To approve tenders and contracts for all works associated with Parish Maintenance and Bus Shelters in accordance with the Parish Council's Financial Regulations.
- To approve the Orders of Payment produced by the RFO
- To deal with any other matters not delegated to an alternate Committee or Sub-Committee
- To attend training sessions and conferences as offered by the District Council and other authorities and to read all relevant documentation to ensure that the Committee is aware of current legislation and regulations.

Powers and Responsibilities in relation to Staffing.

The committee is established to manage and support the employees of the Parish Council including recruitment and welfare. The chairman of council will continue to line manage the clerk. The following responsibilities apply:

- To review staffing structures and levels and make recommendations to the Council.
- To agree and review annually contracts of employment, job descriptions, person specifications for staff
- To review staff salaries, pensions and terms of conditions and make recommendations to Council.
- To appoint, from the F & GP Committee, a recruitment panel when necessary and recommend appointments to Council. Recruitment panels will normally include at least three members in the case of appointment plus the Clerk.
- To appoint, from the F & GP Committee, members to act as a disciplinary panel as set out in the Council's Disciplinary Policy, and as an appeals panel in the case of any appeal against disciplinary action.
- To appoint from the F & GP Committee, members to hear any formal grievance, as per the Council's Grievance Policy.
- To consider any other matters relevant to staffing not covered in the terms of reference of other committees.
- To oversee the general management of staff by receiving written and verbal reports from the clerk to the council and to review councils' HR Policies and make recommendations as appropriate
- To review health and safety at work for all Council employees.
- To review all Council policies that relate to staff employment on an annual basis.
- To ensure the Council complies with all legislative requirements relating to the employment of staff.

The chairman of council

- The chairman of council will review and complete an appraisal for the Clerk/RFO on performance and review the clerks' salaries and make a recommendation to council.

Meetings

- Meetings will be held when called by the Chairman of Committee and the RFO as when deemed necessary.
- All Councillors are welcome to attend meetings of this committee but only those appointed can vote.

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- The Clerk will minute all meetings of the Finance and General Purposes Committee, and the minutes will be submitted to the Parish Council at the next meeting for adoption.