

Ponsanooth Parish Council

Finance Committee TERMS OF REFERENCE

Adopted by Full Council on the 13th January 2020

1. Members

Five Parish Councillors appointed annually at the Annual Council Meeting to include the Parish Council Chairman.

2. Quorum

The quorum of the Committee shall be three Members.

3. Voting

Only the above may vote and participate at a meeting. In the case of an equal vote the Finance Committee Chairman shall have a second or casting vote.

4. Interests

If a Member has a personal interest as defined by the Code of Conduct adopted by the Parish Council then he/she shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required. N.B. If a Member who has declared an interest then considers the interest to be prejudicial, he/she must withdraw from the room during consideration of the agenda item to which the interest relates.

5. Chairman

The Finance Committee Chairman is to be elected annually by the Committee at their first Meeting.

6. Minutes.

All Minutes shall be open for inspection by any Member of the Parish Council, if appropriate.

7. Admission of the Public and Press.

Admission of The Public And Press - The Public and Press may be admitted to all meetings. If required they may be temporarily excluded by means of a special resolution as follows: "In accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item"

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8. Procedures

At the first meeting following the Annual Council Meeting the Committee shall, before proceeding to any other business, elect a Chairman and Vice Chairman who shall hold office for one year. Meetings will be held on a need's basis.

9. Terms of Reference

To review the Terms of Reference of the Finance Committee at the first meeting of the Committee after the Annual Council Meeting of Council or when necessary and make appropriate recommendations to Full Council.

10. Meeting Duration

The Finance Committee meeting will be for a maximum of 2 hours, with any unfinished business being taken at the beginning of the next meeting. In exceptional circumstances the meeting may be extended with a vote taken by Members.

11. Specific Delegated Powers (a)

a. Annual Budget -To prepare and submit the Council's annual budget for approval to the November Full Council (Budget) Meeting.

b. Reserves - To ensure that all reserves are managed in line with the Council's Financial Regulations

b. The Finance Committee monitors the internal and external auditing of the Parish Council and all insurance matters.

c. The Financial Regulations of Ponsanooth Parish Council govern the conduct of all financial transactions of the Council.

d. To review the Council Risk register and Asset register.

e. To ensure the Council complies with all legislative requirements relating to the Financial affairs of the Council.

f. The Responsible Financial Officer (RFO) is responsible for the proper administration of the Parish Council's financial affairs.

12. Specific delegated (b) Staffing responsibilities

a. be responsible for staff recruitment

b. confirm individual Contracts of Employment and all terms and conditions

c. plan for regular objective review of the Clerk's performance by this committee and take necessary action thereon

d. decide upon annual salary awards

e. appoint a member of the committee to seek advice for the committee in the event of a dispute between the Council and the Clerk

f. consider matters arising from the application of the Council's Disciplinary and Grievance Procedures and take all necessary action thereon

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- g. as and when required under the Council's Disciplinary and Grievance Procedures, appoint an Appeals Panel, whose members will not be members of the Staffing Committee, and appoint the Chairman of the Appeals Panel who will initiate an Appeals Panel Meeting
- h. Consider recommendations from the Appeal Panel and take necessary actions thereon

Last Reviewed October 2021. To be Reviewed: October 2022

Reviewed	Amendment	Next review date
13/1/2020		January 2021
12/10/2020	Staffing responsibilities	May 2021
20/10/2021	Number of members to 5	Oct 2022