

Finance & Staff Committee

Terms of Reference

Membership

The Finance & Staff Committee will comprise of a maximum of eight elected members of Council including the Chair and Vice-Chair of Council ex officio. Members will be elected at each Annual Meeting of Council. A Chair and Vice-Chair of the committee shall be elected annually from among its members.

The committee is not permitted to co-opt members as per the Standing Orders.

Quorum

A quorum for this committee shall be three members.

Reporting

The Committee will consider all matters referred to by the Council and those required by the Financial Regulations and Standing Orders and will make recommendations to Council for approval.

Meetings

Meetings shall be conducted in accordance with the Standing Orders. The Committee shall meet at least quarterly. Additional meetings may be scheduled as required.

Remit

To deal with strategic financial planning; capital expenditure, annual review of Financial Regulations and significant increases in other expenditure or reduction of income; and preparation of the annual budgets for Full Council as stipulated in Standing Orders.

The committee will scrutinise all proposals for major projects in accordance with the approved Parish procedure to ensure they meet due diligence requirements.

- Recommend to Full council those projects that are deemed suitable to be considered for Parish funding from CIL or other sources.
- **Monitor** progress of all approved projects
- Maintain register of reserve projects.
- Periodically, refresh the list of active major projects by selecting from the reserve list and/or calling for new projects and running a prioritisation process with recommended changes going to Full Council for approval
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- Keep under review the project approval and management process and make recommendations on changes to Full Council.
- Maintain the Major Project dashboard.

The committee will be responsible for all necessary insurances for the council including assets, public liability and employer's liability.

To be responsible for all staffing issues including employment conditions, recruitment, remuneration, appraisal and staff structures.

The Chair of the committee will report and make recommendations to Full Council meetings on actions taken by the committee.

Agreed by Full Council 2nd June 2022