

LYMINGE PARISH COUNCIL

TERMS OF REFERENCE OF THE FINANCE AND ADMINISTRATION COMMITTEE

Reviewed June 2019

DELEGATION FROM THE COUNCIL

- 1 The original terms of Reference were agreed by the full Council on 26 July 2010 and recorded in minute 9.3. They were revised and agreed by the full Council on 24 June 2019 and recorded in minute 10.2.

MEMBERSHIP

- 2 The Committee shall consist of a minimum of 4 Councillors who shall be elected each year at the Annual Meeting of the Parish Council.
- 3 Existing Committee members are eligible for re-election.

PROCEDURES

- 4 The Committee will operate within Local Government law and within the Council's own Standing Orders and Financial Regulations.
- 5 The Committee shall elect a Chairman at the Council's Annual Meeting or at the Committee's first meeting thereafter. It may, at that or any other time, elect a Vice Chairman.
- 6 Both the Chairman and Vice Chairman may stand for re-election.
- 7 The quorum of the Committee shall be a minimum of 50% of all those entitled to attend and, in any event, no less than 3 Councillors.
- 8 The Council delegates, under section 101 of the Local Government Act 1972, all matters referred to in the section "Committee Functions" for decision by the Committee.
BUT some Committee functions are merely for consideration by the Committee and for Committee recommendations to be submitted to the next meeting of the full Council for decision.
- 9 The Committee will submit minutes of its meetings to the next Council meeting for ratification. The Council may accept a recommendation of the F&A Committee or reject it and return the related matter to the F&A Committee for further consideration.
- 10 The Committee will review its Terms of Reference annually at its first meeting after the Council's Annual Meeting.

FREQUENCY OF MEETINGS

- 11 A schedule of meetings will be agreed annually in advance.

COMMITTEE FUNCTIONS

12 The Committee will consider and **make recommendation** to the Council on the following issues:

- Staff – appointments
- Policies - Standing Orders, Terms of Reference of the F&A Committee (or of any committee), Financial Regulations, Code of Conduct, Planning, Environmental policies.
- Budget – annual budgets
- Precept
- End of Year Accounts
- External Audit – sign off of the annual return to the external auditor.
- Grant applications
- Investments and banking decisions
- Awarding of contracts to suppliers – e.g. grounds maintenance

13 The Council delegate to the Committee the power to **decide and implement** on the following issues on the condition that no cost in excess of £1000 is incurred. (Should the cost exceed this amount or not feature in the budget, then the Committee will consider and make recommendation to the Council in accordance with point 12):

- Staff – recruitment process, contract of employment and implementation of the terms and conditions of the employment of all staff such as, but not limited to, pay and conditions, expenses, appraisal, grievance and disciplinary procedures, health and safety policy, staff training.
- Administrative procedures – day to day routine issues
- Policy - all policy implementation and review (except for those listed in point 12)
- VAT – all issues relating to VAT
- HMRC – all issues relating to HMRC
- Financial matters – day to day routine issues, monthly management accounts and bank reconciliation
- Insurance – the annual policy renewal, implementation of insurance requirements
- Asset Register
- Internal Audit and its effectiveness
- Risk Assessment and Risk Management
- Publication Scheme
- Travel and Subsistence allowances
- Play equipment maintenance requirements
- Meetings schedule
- Diary of Annual Reminders
- Hire agreements – e.g Lyminge Youth Football Club
- Salt order