

# STEYNING PARISH COUNCIL

## FINANCE AND GENERAL PURPOSES COMMITTEE

### TERMS OF REFERENCE

**In the context of these Terms of Reference the Proper Officer is also the Responsible Financial Officer and Steyning Centre Manager**

**Main functions: To manage and make decisions on all Parish financial matters and other miscellaneous and community matters. The administration of the Parish Council's (Council) affairs with specific attention to resource allocation, staffing and financial well-being and to make decisions on those affairs within the parameters of the annual budget and to report to Council any projected overspend or, unexpected expenditure. To make recommendations to the Council on any matters it deems necessary.**

- (a) To receive the budget recommendations of Committees/Management Groups and to oversee the preparation of the annual budgets for each Committee/Management Group and present those budgets as a consolidated budget of the Council's income and expenditure, for the Council's approval, before the end of the fiscal year. On the basis of those budgets to recommend to the Council the precept for the next financial year.
- (b) To monitor the Council's monthly and annual expenditure.
- (c) To be responsible for and make decisions on any matter delegated to it by the Council or any other Committee or, any matter deemed appropriate for this committee.
- (d) To create, manage and review annually the Job Descriptions, Terms and Conditions of Service, Complaints Procedures, annual salaries and Superannuation of the Parish Council's Officers and Staff and make appropriate recommendations to Council relying on, where appropriate, the Scheme of Conditions of Service of the National Joint Councils and the National Association of Local Councils. To appoint, support and appraise the post-holder of Clerk to the Council.
- (d) To be responsible for and make appropriate decisions in respect of community and other grants.
- (e) To be responsible for and to, agree and make appropriate decisions in respect of the Parish Council's revenue estimates, including reimbursable expenditure.
- (f) To ensure the Council is meeting its obligations to Her Majesty's Customs and Excise.
- (g) To ensure that the Parish Council has appropriate insurance policies and review those policies annually and to review annually the Council's Risk Assessments.
- (h) To review annually the Council's Fixed Asset Register and ensure that Insurance cover is adequate.
- (i) To be responsible for maintaining annual Internal Audits of the Council using a suitable independent Internal Auditor.
- (j) To review the year-end accounts and annual return for the External Auditor and recommend to the full Council for approval.
- (k) To be responsible for other matters that may from time to time be delegated by Full Council or, other Committees or, those that are deemed appropriate for this Committee.
- (l) To be responsible for the appointment to and Constitution of Committees.
- (m) To be responsible for the review and to make recommendations to Full Council in respect of the Council's Standing Orders and Financial Standing Orders; the functions of Committees and, Sub-Committees; the Publication Scheme and compliance with the Data protection Act; the Complaints Procedures; members' Code of Conduct; any other staff, legal, administration or accounting matters that may arise from time to time.
- (n) To be responsible for setting dates of meetings of Council, Committees and the annual Parish meeting.
- (o) To be responsible for appointments or nominations by the Council of persons to fill vacancies on outside bodies arising during the Council year.

- (p) To be responsible for the filling of vacancy occurring on any Committee of the Council during the Council year and to deal with any publicly called Parish Meeting, Town Polls or, referendums.
- (q) To be responsible for and make decisions on any legal agreement that the Council might enter into or, if appropriate make recommendations to Full Council.
- (r) To monitor the availability of Section 106 and CIL Funds and to respond on behalf of Council to non-Council applications for S.106 Funding.
- (t) To manage the provision of training of Councillors.
- (u) To be responsible for the overall management and content of the Parish Council's website.
- (v) To delegate authority to the Proper Officer and/or Councillors such actions as it deems necessary to ensure that the Council's decisions are carried out efficiently and expediently and to ensure that the Proper Officer and/or Councillors report back to the Council on what actions have been taken on its behalf.
- (w) To ensure that the Proper Officer complies with his/her job description and any delegated authority that he/she may be given from time to time by Council/Committees.

### **Membership**

The maximum membership of the Committee shall be nine, the quorum to be five councillors.