



TATWORTH AND FORTON PARISH COUNCIL

**TERMS OF REFERENCE  
FINANCE AND PERSONNEL COMMITTEE**

Adopted on  
Minute No

Signed.....Chairman

## **1. AIM**

- 1.1 To make recommendations on behalf of Tatworth and Forton Parish Council on all matters relating to its Financial and Economic policies as well as overseeing all matters relating to the employment of Staff.

## **2. OBJECTIVE**

- 2.1 To safeguard maintain and where possible enhance the financial and economic well-being of the Parish of Tatworth and Forton for both the current and future generations. In addition to ensure good staff relationships are maintained.

## **3. THE FINANCE & PERSONNEL COMMITTEE**

**will in respect to its financial responsibilities :**

- 3.1 To provide appropriate training to committee members in order that they might have a better understanding of the specific responsibilities they hold as members. Advise the Council as to its financial and economic policies and deal with the allocation and control of financial resources.
- 3.2 To consider all Committee annual budgets concurrent funding and precept requirements and to prepare the annual budget for the Parish Council's approval in the month of February.
- 3.3 regularly monitor reports of income and expenditure against the approved budget.
- 3.4 monitor the Council's cash position through bank reconciliations
- 3.5 Annually review fees and charges and make any recommendations to Council as part of the budget setting process
- 3.6 Annually review the Council's Banking Investment and Insurance arrangements.
- 3.7 Annually review the Council's Financial Regulations and Standing Orders and any other pertinent council policies
- 3.8 Recommend to Council the Annual Return and as part of the process to:

- (a) consider the annual accounts
- (b) ensure that the asset register is up to date
- (c) consider any risk management issues
- (d) consider applications for grants and make recommendations to Council
- (e) review annually its terms of reference

#### **4. THE FINANCE & PERSONNEL COMMITTEE**

##### **will in respect to its personnel responsibilities:**

- 4.1 Maintain an overall view of manpower requirements and the allocation of manpower resources
- 4.2 Oversee personnel policy and staff management issues including annual review of staff salaries
- 4.3 Responsible for health and safety policy
- 4.4 Oversee the appointment of staff
- 4.5 Deal with personnel matters generally and in particular
  - (i) recruitment and appointment procedures
  - (ii) training
  - (iii) staff welfare
  - (iv) clerk's appraisals
  - (v) terms and conditions of service
  - (vi) discipline (all disciplinary action will referred to the council)
  - (vii) arrangements to hear any discipline or grievance appeals
  - (viii) matters arising under legislation relating to contracts of employment and industrial relations
  - (ix) staff handbook
  - (x) continuous professional development of staff
  - (xi) training of councillors
  - (xii) review regularly job descriptions
  - (xiii) review annually its terms of reference

#### **5. THE CLERK WILL:**

- 5.1 Post agendas on all available notice boards
- 5.2 Prepare and produce for Council three monthly accounts commencing in April of each year
- 5.3 Prepare monthly bank reconciliations.
- 5.4 Prepare the Annual Return for Council approval
- 5.5 Liaise with both the Internal & External Auditor