

Rotherfield Peppard Parish Council
Terms of Reference: Finance and Staffing Committee 2019-20

Finance and Staffing Committee

- Members: All members of the Finance and Staffing Committee must be Parish Councillors
- Appointments: Committee Chairman and members appointed by Parish Council
Parish Council Chairman is ex-officio member with full voting rights
- Quorum: 1/3 of members – with a minimum of 3 members
- Meetings: Normally 4 times a year.

Responsibilities:

1. To work with the Responsible Financial Officer (RFO) of the Council to:
 - establish and maintain a financial calendar of activities and report to Council
 - monitor spend against budget and report regularly to Council
 - make recommendations to Council about expenditure
 - recommend the level of precept to Council
 - monitor all Council property and assets and make recommendations to Council on best use and management of them
 - achieve best value purchasing decisions to ensure value for money
 - review all insurance annually and make recommendations to Council
 - review the financial regulations of the Council and recommend changes to Council
 - review risk assessments and emergency policy and make recommendations to Council.
2. To recommend to Council the terms of reference and appointment of the internal auditor including remuneration
3. To review internal audit reports and make recommendations to Council
4. To carry out annual review of the effectiveness of the system for internal audit of its accounting records and of its system for internal control and present findings and proposed changes to Council for approval.
5. To reconcile bank accounts on a quarterly basis.
6. To review S137 payments on a quarterly basis.
7. To review all staffing matters and carry out annual appraisal of Parish Clerk
8. To review all pay scales and make recommendations to Council
9. Minutes of meetings to be distributed to all members of the Parish Council and to be received at the following Finance and Staffing Committee and signed by the Committee Chairman (or person chairing the meeting)
10. To review staff and members expenses on a quarterly basis and recommend payment to Council at the next Full Council meeting.

These Committee Terms of Reference were adopted by Rotherfield Peppard Parish Council at its meeting on May 13th May 2019

.....
Chairman.

.....
Date