

TERMS OF REFERENCE FOR THE FINANCE AND GENERAL PURPOSES COMMITTEE

These rules are supplemental to, and do not in any way override, The Parish Council's standing orders &/or financial regulations.

1. The Finance & General Purposes Committee (F & G P,) shall consist of six members of Council including the Vice-Chair, Chairs of Open Spaces, Planning & Highways, Footpaths & Environment with the Chair of Council as an ex-officio member.
2. Members will be elected at the Annual General Meeting.
3. The Members of the Committee will choose the Chair and Vice-Chair of the Committee.
4. The Committee will normally meet on the penultimate Tuesday of each month.
5. The Committee shall be regulated in their decision making by the Financial Regulations, adopted by Council, taking special note of Section 2 of those regulations.
6. Each year the Committee will prepare a budget for approval by Council and taking into consideration the budgets of the other Committees will then recommend the annual precept to Council for approval.
7. The Committee will conduct the annual review of Standing Orders and the bi-annual review of the Financial Regulations. It will also review annual the inventory of land and assets, including, buildings and equipment and confirmation of arrangements for the insurance cover in respect of all insured risks and a review of the Council's and/or staff subscriptions to other bodies.
8. The Committee will conduct the annual review of the Reserves Policy and approve and minute all movement in and out of earmarked reserves.
9. The Committee will have responsibility for staff matters and in conjunction with the Clerk, an annual salary review each November. It will appoint three members to a Staff Sub-Committee. All matters of contractual issues pay, and conditions of employment shall be brought to this Committee for discussions and recommendations to Council.
10. The Committee will examine all invoices and authorise payments.
11. In accordance with the agreement with Bere Gen, the Committee will take on the responsibilities for the structure, exterior repairs of the Parish Hall, This includes the Hall lift.
12. The Committee will be responsible for the safety and maintenance of the four bus shelters within the Parish and the Defibrillator situated in Bere Alston village.
13. The Committee will be responsible for the maintenance and cleaning of the Parish toilets at Bere Alston and Bere Ferrers.
14. The Committee will be responsible for the maintenance and cleaning of the War Memorials at Bere Alston and Bere Ferrers and the Lady Kelly Memorial at Bere Ferrers.

15. The Committee will administer the Council's budget policy with recommendations to Council when appropriate.
16. Matters concerning tenders, quotations and appointment of contractors shall be brought to F & G P for discussions and recommendations to Council.
17. Approve the Council's and/or staff subscriptions to other bodies.
18. Review of the Council's complaints procedure.
19. review of the Council's policies, procedures, and practices in respect of its obligations under freedom of information and data protection legislation.
20. Review of the Council's policy for dealing with the press/media.
21. Review of the Council's employment policies and procedures.
22. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

Last reviewed: 23rd May 2023 by the F & G.P Committee. Minute no: 35.

Next review: May 2024