

**BARNTON PARISH COUNCIL**  
**Committee Terms of Reference**

<p style="text-align: center;"><b>Finance</b> <b>COMMITTEE</b> <b>Meeting Frequency; Quarterley</b></p>	<p style="text-align: center;"><b>Staffing</b> <b>COMMITTEE</b> <b>Meeting Frequency; As necessary</b></p>
<p style="text-align: center;"><b>Objectives</b></p> <ol style="list-style-type: none"> <li>1. To implement, monitor and review policies, procedures, regulations &amp; legislation and ensure BPC compliance</li> <li>2. To monitor the approved budget, income and expenditure and ensure efficient and effective use of funds and property</li> <li>3. To Assess grant applications and make recommendations for approval/rejection to BPC</li> </ol>	<p style="text-align: center;"><b>Objectives</b></p> <ol style="list-style-type: none"> <li>1. To ensure the effective recruitment, training, management and welfare of staff and council members including annual appraisals</li> <li>2. To implement, monitor and review policies, procedures, regulations &amp; legislation and ensure BPC compliance relating to HR</li> </ol>
<p style="text-align: center;"><b>Composition;-</b></p> <p><b>Membership:</b> Committee will consist of a minimum of 5 members</p> <p><b>Chairmanship:</b> The Committee will elect a Chairperson from its Councillor members at its first meeting each year</p> <p><b>Meetings:</b> The Committee will meet quarterly</p> <p><b>Voting:</b> Only Councillors who are members of the Committee will have a vote. Resolutions shall be declared at the FCM following the meeting.</p>	<p style="text-align: center;"><b>Composition;-</b></p> <p><b>Membership:</b> Committee will consist of a minimum of 5 members</p> <p><b>Chairmanship:</b> The Committee will elect a Chairperson from its Councillor members at its first meeting each year</p> <p><b>Meetings:</b> The Committee will meet as necessary to perform appraisals and/or in order to manage training/recruitment</p> <p><b>Voting:</b> The committee may make recommendations to the full council (as the Employer) for consideration and approval.</p>

**The Quorum** for a meeting will be a minimum of 3 Councillors.

**The Councillors Code of Conduct** will apply to all members of the Committee.

**The conduct of meetings** (declaration of interests, debate, voting etc) will be governed by the Council's standing orders.

**Responsibilities;-**

1. Approval of all payments
2. Monitor the approved budget, income and expenditure
3. Scrutiny of Internal and External audits
4. Assessment of grant applications and recommendations to Full council for approval
5. Management of property/assets
6. Regular review of policy and regulations
7. Approval of all payments
8. Monitor the approved budget, income and expenditure
9. Monitor Internal and External audits
10. Management of property/assets
11. Regularly review policy /procedure/ regulations
12. Assessment of grant applications and recommendations to Full council for approval

**Rights & Powers;-**

**The Committee has the power to make decisions and spend monies subject to agreed limitations (£2000.00 per item)**

**The Quorum** for a meeting will be a minimum of 3 Councillors.

**The Councillors Code of Conduct** will apply to all members of the Committee.

**The conduct of meetings** (declaration of interests, debate, voting etc) will be governed by the Council's standing orders.

**Responsibilities;-**

1. Manage staff welfare, appraisals and performance
2. Review job descriptions
3. Monitor payment of staff salaries, overtime, pensions, incremental and discretionary payments
4. Make Recommendations to Full Council for recruitment
5. Make Recommendations to Full Council for training
6. Ensure effective implementation of UK Employment law
7. Review job descriptions

**Rights & Powers;-**

**The Committee may make recommendations to Full council (as The Employer) for approval**