

Hardingstone Parish Council Finance & General Purposes Committee Terms of Reference

1. The Finance & General Purposes Committee shall meet once per month (where necessary) with the calendar of meetings being confirmed at the Annual Parish Council meeting.
2. The Council shall determine the appointment of Committee members at the Annual Parish Council Meeting. In addition to those appointed annually, the Council's Chairman and Vice-Chairman, together with the Chairmen of the other Committees and Working Groups are entitled to attend and vote at each meeting.
3. The quorum for each meeting shall consist of 3 members.
4. The Committee shall determine appropriate budget headings for the Council, and all matters appertaining to budget consultations, and will co-ordinate the budget preparation, bringing final proposals to the Council at its January meeting.
5. The Committee shall monitor income and expenditure against the budget, and oversee the annual budget setting cycle. It may recommend any review of the budget deemed necessary, and a half yearly review of the budget shall be undertaken each October.
6. The Committee shall ensure that the Council's financial procedures and systems are up to date and that the Council abides by all statutory requirements in relation to its accounts, finances and internal control.
7. The Committee shall ensure that the Council responds to reports from both the internal and external auditors.
8. The Committee shall regularly review the Council's procedures and priorities and make appropriate recommendations to the Council.
9. The Committee shall undertake all issues relating to premises, land and equipment owned, leased or rented and also monitor the receipt/payment of any annual hire charges relating thereto.

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10. The Committee shall be responsible for the HR function, and policies and other matters relating to staff directly employed by Hardington Parish Council, including recruitment, retention and training.
11. The Committee shall ensure that Council members are circulated on an annual basis with a questionnaire to ascertain their training and development needs.
12. The Committee shall review all policies of Hardington Parish Council on an annual basis to ensure that they are fit for purpose and shall make recommendations to Council regarding their adoption.
13. The Committee shall develop and recommend to Council any policies that the Committee feels will improve the performance and efficiency of Hardington Parish Council.
14. The Committee shall ensure that a nominated person(s) within the Committee is appointed to carry out the function of Internal Control and all Health and Safety matters within the Council.