



# Holybrook Parish Council

Proudly serving the residents of Holybrook Parish since 2000

## FINANCE COMMITTEE

### Terms of Reference

#### DEFINITIONS AND MEANINGS

**'Council' and 'Parish Council':** Shall refer to Holybrook Parish Council

**Standing Committee:** a permanent committee that meets regularly.

#### 1 MEMBERSHIP

- 1.1 Membership shall at least be 5 Members of the Council of which a minimum of 3 must be elected members (the remaining to be co-opted members of the Parish Council).
- 1.2 If not members of the committee in their own right, the Chairman and Vice-Chairman will be ex-officio members of the committee for the duration of their term of office.
- 1.3 Meetings must have 3 Members, not including ex-officio members, to be quorate.
- 1.4 No non-council members may be co-opted to the Committee.

#### 2 MEETINGS

- 2.1 Meetings shall be held in the Beansheaf Centre, Charrington Road, Calcot RG31 7AW;
- 2.2 A minimum of three meetings will be held each year. The dates of which are to be agreed at the Annual Meeting of the Parish Council (May each year).
- 2.3 Additional meetings may be held if agreed by the Chairman and Vice-chairman of the committee. Usual Council [Standing Order](#) rules apply.

#### 3 OBJECTIVES AND DELEGATED FUNCTIONS

- 3.1 To consider the broad social and economic needs of the Parish and matters of comprehensive importance to the area with particular focus on infrastructure and environmental impacts: working with recommendations from the Council, and the Community & Environment, and Human Resources Committees, including the Council's 5-year capital project plan, rolling maintenance and refurbishment plan.

- 3.2 To advise the Council as to its financial and economic policies.
- 3.3 To submit to the Council concurrent reports with the other committees upon new policies, or changes in policy, formulated by such committees, particularly those which may have significant impact upon the Council's plan or the resources of the Council.
- 3.4 To be responsible for allocating and controlling the manpower, property, finances and other resources of the Council based on the recommendations of other relevant committees and full council.
- 3.5 To authorise payments, relevant to the responsibilities of this committee, which are required to be made under the terms of any contracts.
- 3.6 To review the overall effectiveness of the Council's work and the standards and level of service provided. To identify the need for new services and to keep under review the necessity for existing ones.
- 3.7 To consider all other matters which are not delegated or referred to another committee or sub-committee and such other matters which the Council may determine from time to time.
- 3.8 To provide and maintain any administrative premises which are not the specific responsibility of a Standing Committee i.e. The Beansheaf Centre, Parish Office and The Garage.
- 3.9 Following review of full council, to prepare an action plan in response to the reports of the Internal and External Auditors.
- 3.10 If not completed by full council, to review, as required or, as a minimum bi-annually, all Standing Orders of the Council and Terms of Reference of committees and make appropriate recommendations to the Council, save as provided for in the general reservation of powers to the Council.
- 3.11 To be responsible for the following matters:
  - Administrative services of the Parish Council;
  - The co-ordination of the resources of the Council;
  - Exercise all the functions of the Council in an emergency;
  - Land and property holdings.
- 3.12 To consider, approve or refuse grant applications that comply with the Council's Grants Policy and budget.
- 3.13 To prepare and review the Council's 5-year capital project plan, rolling maintenance and refurbishment plan and budgets. To implement the

recommendations during the appropriate financial year as approved by the Full Council.

#### 4 FINANCIAL MATTERS DELEGATED TO THE PARISH CLERK

4.1 In consultation with the Chairman of the appropriate committee and/or Chairman of the Finance Committee:

- To authorise necessary action where urgent decisions are required in connection with legal proceedings.
- To call an emergency meeting if appropriate.
- To exercise all the powers of the Council in an emergency and report to the next meeting of the Committee.
- To accept tenders within the financial estimates for the project and in accordance with the procedures laid down in Standing Orders and Financial Regulations.
- To discuss with and explain to staff details of proposals which may affect them.
- To grant up to five days special leave with pay.
- To grant leave of absence without pay in appropriate circumstances.
- To authorize the payment of overtime within budgeted limits.
- To take disciplinary action where appropriate in accordance with procedures.
- To implement staff changes.
- To ensure compliance with employment legislation.
- To authorise attendance of staff on, and to arrange, appropriate seminars and courses within the Council's budget.
- To advise on disciplinary procedures.
- To represent the Council at tribunals.
- To terminate employment in accordance with accepted procedures.
- To write-off bad debts under £50 subject to policy number 9.3 of the Financial Regulations.
- To promote effective liaison with appropriate statutory authorities and other agencies.
- The disposal of assets in-line with the Council's agreed '[Asset Disposal and ' Write-off Policy](#)

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