

## LYMINGE PARISH COUNCIL

### TERMS OF REFERENCE OF THE FINANCE AND ADMINISTRATION COMMITTEE

#### DELEGATION FROM THE COUNCIL

- 1 These terms of Reference were agreed by the full Council on 26 July 2010 and recorded in minute 9.3.

#### MEMBERSHIP

- 2 The Committee shall consist of a minimum of 4 Councillors who shall be elected each year at the Annual Meeting of the Parish Council.
- 3 Existing Committee members are eligible for re-election.

#### PROCEDURES

- 4 The Committee will operate within Local Government law and within the Council's own Standing Orders and Financial Regulations.
- 5 The Committee shall, at its first meeting after the Council's Annual Meeting, elect a Chairman. It may, at that or any other time, elect a Vice Chairman.
- 6 Both the Chairman and Vice Chairman may stand for re-election.
- 7 The quorum of the Committee shall be a minimum of 50% of all those entitled to attend and, in any event, no less than 3 Councillors.
- 8 The Council delegates, under section 101 of the Local Government Act 1972, all matters referred to in the section "Committee Functions" for decision by the Committee.  
BUT some Committee functions are merely for consideration by the Committee and for Committee recommendations to be submitted to the next meeting of the full Council for decision.
- 9 The Committee will submit minutes of its meetings to the next Council meeting for ratification and/or for approval of recommendations.
- 10 The Committee will review its Terms of Reference annually at its first meeting after the Council's Annual Meeting.

#### FREQUENCY OF MEETINGS

- 11 A schedule of meetings will be agreed annually in advance.

#### COMMITTEE FUNCTIONS

- 12 The Committee will **consider and make recommendations** to the Council on the following issues:
  - Staff – the engagement/employment of all staff and all policies relating to staffing matters
  - Administrative procedures for the smooth running of the Council – policy issues

- Budget – the annual budget of both the Committee, the overall Council budget and monthly budget monitoring via management accounts
- End of Year Accounts
- External Audit – sign off of the annual return to the external auditor.
- Council Grants to organisations benefitting Lyminge Parish
- Insurance – the annual policy renewal
- Publication Scheme
- Standing Orders and Financial Regulations

13 The Committee will **decide** on behalf of the Council the following issues:

- Staff – Implementation of the terms and conditions of the employment of all staff such as pay and conditions, expenses, contract of employment, grievance and disciplinary procedures, health and safety policy, staff training
- Administrative procedures – implementation
- VAT – all issues relating to VAT
- HMRC – all issues relating to HMRC
- Financial matters – day to day routine issues
- Asset Register
- Risk Assessment and Risk Management
- Investment Policy
- Travel and Subsistence allowances
- Internal Audit and its effectiveness
- Insurance – implementation of insurance requirements

Recommended by F + A Committee on 14 July 2010. Agreed by full Council on 26 July 2010.

Reviewed by F + A Committee on 22 June 2011. No change agreed by full Council on 27 June 2011.

Reviewed by F + A Committee on 18 July 2012. No change agreed by full Council on 30 July 2012.

Reviewed by F + A Committee on 19 June 2013. Change agreed by full Council on 24 June 2013.

Reviewed by F + A Committee on 21 May 2014. Change agreed by full Council on 2 June 2014.

Reviewed by F and A Committee on 17 June 2015. No change agreed by full Council on 29 June 2015.

Reviewed by F and A Committee on 21 September 2016. Minor change agreed by full Council on 26 September 2016.

Reviewed by F&A Committee on 12 June 2017. No change – adopted by F&A Cttee 12 June 2017

To be reviewed again by the Finance and Administration Committee in June 2018.