



### **Bradwell Parish Council Finance and Staffing Committee Terms of Reference**

1. The Finance and Staffing Committee is a committee of the Full Council and shall operate within these terms of reference and the standing orders of Bradwell Parish Council.
2. The Full Council shall determine the appointment of members of the Committee at the May annual meeting.
3. The committee shall elect a Chair in the first meeting of the Parish Year (after the May Full Council meeting).
4. The quorum shall consist of any 3 committee members.
5. In the event of the Chair not attending, the meeting shall elect a Chair amongst the members of the Committee in attendance for that meeting only.
6. The Chair, in liaison with the Clerk, shall convene meetings of the Committee as and when these are required.
7. The Minutes shall be produced promptly and referred to the next Full Council meeting of Bradwell Parish Council to note. Draft minutes will be published on the Parish Council website and the final minutes will replace them once they are approved at the next Finance and Staffing Committee meeting.
8. The Parish Clerk shall usually attend the Committee meetings to advise and write the Minutes, but the Committee shall be able to meet if the Parish Clerk is unavailable to attend, and Minutes will be taken by a member present.
9. All Committee meetings will be open to the public, except when the Committee resolves to exclude press and public to deal with confidential items by considering passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, on the grounds that it could involve the likely disclosure of private and confidential information.

- 10.** The Committee will co-ordinate budget preparations, bringing final proposals to the Full Council's December meeting (at the latest) including a recommendation for setting the precept for the forthcoming financial year.
- 11.** The Committee will monitor income and expenditure against budget on a regular basis.
- 12.** The Committee will monitor banking arrangements to ensure these are suitable and will monitor investment of any reserves to ensure good stewardship.
- 13.** The Committee may approve all invoices for payment received by Bradwell Parish Council and approve cheques for payment, and individual contracts up to the value of £5,000, or alternatively, this can be dealt with at the Full Council meeting.
- 14.** The Committee shall ensure that financial systems are reviewed from time to time and will ensure that the Council is abiding by statutory requirements in relation to its accounts and finances, and by the Parish Council's Financial Regulations.
- 15.** The Chair of the Committee and Chair of the Parish Council shall be responsible for conducting the Clerk's annual appraisal meeting. Feedback by way of the agreed appraisal document shall be provided to the Committee for approval. Appraisal and management of all other staff members will be the responsibility of the Proper Officer. Updates on appraisals and recruitment will be reported to the Committee.
- 16.** The Committee shall be responsible for the adoption and implementation of all relevant personnel policies and procedures including:
  - a. Changes to the terms and conditions of service
  - b. Remuneration
  - c. Pensions
  - d. Sickness procedures
  - e. Disciplinary and grievance procedures
  - f. Redundancy
  - g. Dismissal

Approved and adopted at Full Council Meeting on 15 May 2023