

South Brent Parish Council



FINANCE AND HUMAN RESOURCES COMMITTEE

TERMS OF REFERENCE

The Finance and HR Committee terms of reference will clarify the role in which the committee and members therein are to consider issues and operate as a committee of South Brent Parish Council.

The following terms of reference provide a wide range of subject matters under 'Finance' and shall not be limited to the listed items as this remit may change.

- 1 Committee to comprise a minimum of seven members, including the Chairman of the Council plus the Chairmen of any budget setting committees, whose Chairman and Vice Chairman will be elected at the Annual Parish Council Meeting. Quorum shall be half the Committee. Quorum for the Budget Setting meeting shall be five members
- 2 The Committee shall work within the Financial Regulations adopted by the Council
- 3 Meetings to occur at least twice a year, excluding the Council's normal summer recess, and subject to any matters that may require attention or discussion.
- 4 Minutes of meetings to be produced and recommendations reported to the Council.
- 5 The Committee will have an overview of all personnel matters, including
 - a Contracts of Employment, Job Descriptions and staff appraisals – as required
 - b Annual review of Salaries
 - c Health & Safety Policy
 - d Office equipment and supplies
 - e Lone Working Policy
 - f Disciplinary Procedure
 - g Grievance Procedure
 - h Dignity at work policy

I Recruitment and HR Policy

J GDPR and Council Security Policy

K Remote meetings policy (currently suspended)

- 6 The Committee shall review the budget in good time and agree a draft budget and a precept request for the following financial year, this to be recommended to the Council at the December Full Council meeting.
- 7 The Committee or full council shall carry out an internal audit every quarter. Inspecting Minutes, Bank Statements, Cheque Books (if necessary) and Invoices.
- 8 Review insurance cover annually.
- 9 The Committee shall review the Register of Assets following the Annual Parish Council Meeting.
- 10 Review Standing Orders annually.
- 11 Review Financial Regulations annually.
- 12 Review Members' Allowances annually.
- 13 Review the Complaints Procedure annually.
- 14 Review the Grant Aid Policy annually.
- 15 Review the Risk Register annually.
- 16 Any other matters that are brought to the Committees' attention that may require urgent attention under the above remit.
- 17 When making decisions, consideration will be given to the Climate Change and Ecological Emergency declaration.

Date reviewed	Notes
30.9.2024	Recommended to FC 21.10.2024
31.3.2025	Point 1. Addition of any Chairman of a budget setting committee. Erroneously not added to April 2025 for Full Council to agree adoption.
6.10.2025	Amendment to Point 1, Chair and Vice Chair to be elected at the May Annual Parish Council meeting. Minor amendment to Point 6.