

Rotherfield Peppard Parish Council
Terms of Reference : Finance and Staffing Committee

Finance and Staffing Committee

Members: All members of the Finance and Staffing Committee must be Parish Councillors
Appointments: Committee Chairman and members appointed by Parish Council
Parish Council Chairman is ex-officio member with full voting rights
Quorum: 1/3 of members – with a minimum of 3 members
Meetings: Normally 4 times a year.

Responsibilities:

1. To work with the Responsible Financial Officer (RFO) of the Council to:
 - a. establish and maintain a financial calendar of activities and report to Council.
 - b. monitor spend against budget and report regularly to Council.
 - c. make recommendations to Council about expenditure.
 - d. recommend the level of precept to Council.
 - e. monitor all Council property and assets and make recommendations to Council on best use and management of them.
 - f. achieve best value purchasing decisions to ensure value for money.
 - g. review all insurance annually and make recommendations to Council.
 - h. review the financial regulations of the Council and recommend changes to Council.
 - i. review risk assessments and emergency policy and make recommendations to Council.
2. To recommend to Council the terms of reference and appointment of the internal auditor including remuneration.
3. To review internal audit reports and make recommendations to Council
4. To carry out annual review of the effectiveness of the system for internal audit of its accounting records and of its system for internal control and present findings and proposed changes to Council for approval.
5. To reconcile bank accounts on a regular basis.
6. To review all staffing matters and carry out annual appraisal of Parish Clerk.
7. To review all pay scales and make recommendations to Council.
8. Minutes of meetings to be distributed to all members of the Parish Council and to be received at the following Finance and Staffing Committee meeting and signed by Committee Chairman (or person chairing the meeting).

Signed :

Position : Chairman

Date: 14 November 2011

SIGNATURE
PROTECTED

14 May 2012 .