



## **SANDGATE PARISH COUNCIL**

### **TERMS OF REFERENCE OF THE FINANCE COMMITTEE**

#### **DELEGATION FROM THE COUNCIL**

1. These Terms of Reference to be agreed by the Full Council on 15<sup>th</sup> May 2023 and recorded in the minutes.

#### **MEMBERSHIP**

2. The Committee shall consist of six Councillors who shall be elected each year at the Annual Meeting of the Parish Council.
3. Existing Committee members are eligible for re-election.
4. As is the case with all committees, all councillors are appointed substitutes for this committee and up to two may be selected by the clerks in the event of known absences.

#### **PROCEDURES**

5. The Committee will operate within Local Government law and within the Council's own Standing Orders and Financial Regulations.
6. The Chair of the Committee shall be appointed at the first meeting of the committee.
7. The quorum of the Committee shall three 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. Some committee functions, however, 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. All correspondence shall be conducted through the Clerk of the Parish Council / RFO wherever possible.
10. Minutes of all meetings are to be kept by the Clerk / RFO and the drafts will be sent to all councillors by email normally within two weeks of the meetings.
11. The Committee will report on meetings to the next Council meeting for ratification and/or for approval of recommendations.

#### **FREQUENCY OF MEETINGS**

12. A schedule of meetings will be agreed at the Annual Meeting of the Council.

#### **COMMITTEE FUNCTIONS**

13. The Committee will consider and make recommendations to the Council on the following issues:

13.1 Land and buildings owned or leased by the Parish Council

13.2 Staff – the engagement/employment of all staff and all policies relating to staffing matters

13.3 Administrative procedures for the smooth running of the Council – policy issues.

13.4 Budget – the annual budget of both the Committee, the overall Council budget and monthly monitoring via management accounts

13.5 End of year accounts

13.6 External audit – sign off of the annual return subject to confirmation by the full Council.

13.7 Council Grants to organisations benefitting Sandgate Parish.

13.8 Insurance – the annual policy renewal

13.9 Asset Register

13.10 Risk assessment and risk management

13.11 Investment policy

13.12 Travel and subsistence allowances

14. The Committee will decide on behalf of the Council the following issues:

14.1 General Purposes (recreation ground and green spaces)

14.2 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

14.3 Administrative procedures – implementation

14.4 VAT – all issues relating to VAT

14.5 HMRC – all issues relating to HM Revenue & Customs

14.6 Financial matters – day to day and routine issues affecting the Parish so long as any expenditure is within the agreed budget and not exceeding £1000 per item.

- Parish Council Costs
- Library Running Costs
- LAM maintenance
- LAM-Granville Parade Toilets and Kiosk
- AEP-Leased Lands Big Projects

14.7 Internal audit and its effectiveness

14.8 Insurance – implementation of insurance requirements

## **GROUNDS WITHIN CONTROL**

- 15.1 Sandgate Park (Military Road)
- 15.2 Public garden (junction of Military Road/Sandgate High Street)
- 15.3 The War Memorial and land (junction of Military Road/Sandgate High Street)
- 15.4 Public garden (Wilberforce Road)
- 15.5 The beacon (land at the west end of Sandgate)
- 15.6 And any other land or premises under the control/ownership of the Parish Council.
- 15.7 Fremantle Park (Fremantle Road)