

COMMITTEE / TASK GROUP TERMS OF REFERENCE

Flore Parish Council has (2) Advisory Groups

FINANCE ADVISORY GROUP

- The Finance Advisory Group is made up of the Chairman and Clerk of the Parish Council and any other Members as declared at the Annual Meeting of the Parish Council.
- The Chairman of the Council is the chair of the group.
- There are no delegated powers therefore all recommendations must be brought to full Council for approval.
- Meetings can be arranged between the members and held anywhere.

Main Function:

The undertaking of all Parish financial matters.

- To prepare a budget for each year and to monitor the Parish Council's expenditure.
- To ensure that the Parish Council has appropriate insurance policies.
- Review and update Financial Regulations and all policies and procedures annually, ensuring they are observed by the Council
- Overseeing the Financial Administration of the Council
- Monitoring Performance against budgets and taking any necessary action
- Receiving and Reviewing Audit Reports and arranging for implementation of any recommendations
- Developing, maintaining and monitoring the policy on the management of reserves
- Undertaking spot checks of the accounts and reconciling the books of accounts to the Bank Accounts

EMPLOYMENT GROUP

- The Employment Group is made up of the Chairman of the Parish Council and any other Members as declared at the Annual Meeting of the Parish Council.
- The Chairman of the Council is the chair of the group.
- There are no delegated powers therefore all recommendations must be brought to full Council for approval.
- Meetings can be arranged between the members and held anywhere.

Main Function:

The undertaking of all Parish staff related matters

- Adopt positive staffing policies and ensure compliance with national conditions of service, welfare and health and safety at work legislation, etc.
- To determine the training and any qualification policies of the Council
- To establish the health, safety and welfare policy of the Council
- To implement an annual salary review for parish council employees, giving due regard to staff development and NCALC guidelines

Review

These terms of reference are to be reviewed annually at the Annual Meeting of the Parish Council.

Terms of Reference were adopted by the Parish Council at its meeting on 18 June, 2012

P Boans

Signed: Chairman