

HAYDON WICK PARISH COUNCIL POLICY & FINANCE COMMITTEE TERMS OF REFERENCE

Backgrounds:

The Policy & Finance Committee is responsible for making financial decisions and dealing with staffing matters, along with management of its investments and parish building. It also oversees Parish Council events and it interacts with the community by giving grants to support local organisations.

1. Delegation

- 1.1 Haydon Wick Parish Council (the Council) agreed to adopt the Policy & Finance Committee Terms of Reference at its meeting held on 18th February 2014. These were reviewed in July 2015 and the changes adopted by the Full Council at the meeting held on 15th September 2015. A further review took place at the P&F meeting on 28th May 2019 and was adopted by Full Council on 18th June 2019.
- 1.2 The Council will consider renewing these Terms of Reference on an annual basis.

2. Membership

- 2.1 The Committee shall consist of a maximum of ELEVEN Councillors who shall be elected each year at the Annual Parish Council Meeting. Including the Chairman and Vice-Chairman of the Council. Any vacancies which occur during a Council year will be filled by seeking nominations from the Full Council.
- 2.2 The quorum of the Policy & Finance Committee will be FIVE Members including the Chairman and Vice-Chairman of the Council.

3. Procedures

- 3.1 The committee will operate within Haydon Wick Parish Council's Standing Orders, Financial Regulations and the all relevant legislation for local government.
- 3.2 The Chair will be elected at the Annual Meeting and at the first meeting of the Committee it shall elect a vice chairman for this Committee for the forthcoming year from amongst its appointed membership. The Chairman and Vice Chairman may be re-elected.
- 3.3 The Committee will agree all minutes of meetings to the next appropriate meeting of the Policy & Finance Committee.

Adopted 18th February 2014 – Reviewed 15th September 2015. Reviewed and adopted 18th June 2019

- 3.4 The Committee will submit a draft budget to Council for consideration for the forthcoming financial year by the preceding December at the latest.
- 3.5 The Clerk to the Council or an appointed Officer will provide administrative support for the Committee

4. Meeting Dates

- 4.1 The schedule of the times and dates of programmed meetings for the year shall be agreed by the Full Council
- 4.2 The Committee shall meet in the Council Chamber, Council Offices, Thames Avenue, Haydon Wick SN25 1QQ unless otherwise agreed.

5. Committee Functions

The Committee shall:

- 5.1 Advise the Council on all financial aspects relating to the Council ensuring good governance arrangements during the year;
- 5.2 Consider the annual and supplementary estimates of committees and make appropriate recommendations to the Council;
- 5.3 Recommend the precept requirement to Full Council for approval;
- 5.4 Carry out financial investigations and request relevant supporting documents and evidence when appropriate;
- 5.5 Review on an annual basis Council's adopted Financial Regulations for managing all aspects of Council's finances and recommend any amendments as appropriate for adoption by Full Council;
- 5.6 Ensure that the Parish Council's financial practices comply with the Financial Regulations set out by the Audit Commission, Central Government and Council's adopted Financial Regulations;
- 5.7 Monitor the annual budget against expenditure and make recommendation to Council and committees
- 5.8 Make recommendations to the Council in regard to financial matters in dispute between committees;
- 5.9 Make recommendation on borrowing, contracts and loan sanctions
- 5.10 Monitor all funds and investments
- 5.11 Receive the report of the Internal Auditor and make recommendations to the Council;

- 5.12 Initiate legal proceedings for the recovery of debts and write off bad debts.
- 5.13 Review all insurances and settle claims as advised by Council insurers;
- 5.14 Authorise grants and payments to persons, bodies and organisations within the Parish provided they meet the criteria as set out within the adopted Grant Aid guidelines;
- 5.15 Consider and make recommendations to Council in respect of the acquisition or disposal of land;
- 5.16 Consider and make decisions at any scheduled Meeting of the committee on any matters which in the opinion of the Chairman of Council after consultation with the Clerk are of an urgent nature and where it is considered that it is in the interests of the Council to take action before the next ordinary meeting of the Council;
- 5.17 To work with all other Standing Committees on proposals for new and amended policies, proposals to delete or review policies and to recommend to Full Council whether these are to be implemented;
- 5.18 Consider the financial implications of the Council's responsibilities arising from any non-budgeted recommendations of its committees;
- 5.19 Be responsible for the administrative arrangements of the Council including office accommodation, meeting rooms, equipment and furniture;
- 5.20 Appoint a qualified independent Internal Auditor to carry out an Internal Audit on all the relevant information for external audit purposes;
- 5.21 Annually review Standing Orders and consider any additions, deletions or amendments as appropriate prior to placing the recommended amendments before Full Council for approval;
- 5.22 Regularly review all of Council's policies and consider any additions, deletions or amendments as appropriate prior to placing the recommended amendments before Full Council for approval;
- 5.23 As defined in the Policy Review Table, regularly review all of the Council's policies and consider any additions, deletions or amendments as appropriate prior to placing the recommended amendments before Full Council for approval;
- 5.24 Consider issues relating to community safety;
- 5.25 Assume responsibility for all matters that are not the specific responsibility of other Standing Committees of the Parish Council;

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- 5.26 Manage, oversee, monitor and provide appropriate support to implement of all improvement projects undertaken by Haydon Wick Parish Council;
- 5.27 Monitor Council's Marketing and Community Engagement budget to include art and cultural promotions, appropriate cultural and civic events held on the Parish Council's properties and open spaces
- 5.28 Monitor, develop and amend the Parish Council's GDPR and Freedom of Information policies.
- 5.29 To assist the Personnel Sub-Committee with staffing disciplinarys, grievances and appeals.
- 5.30 Act as a body to resolve grievance and disciplinary matters and appeals of staff.
- 5.31 Resolve disputes between Councillors and complaints about each code of conduct affairs.
- 5.32 Promote closer working relations and develop partnerships with Swindon Borough Council and other relevant statutory bodies and local clubs, organisations and societies;
- 5.33 Select from its membership a person or persons to represent the Council at appropriate meetings and public enquiries to represent Haydon Wick Parish Council's previously agreed views on matters that are the direct responsibility of the Policy & Finance Committee.
- 5.34 Delegated authority to sign off budget expenditure (not related to Amenities & Leisure Committee) up to £10,000. Anything exceeding this amount must be recommended to Full Council before proceeding.