

# BISHOPSTEIGNTON PARISH COUNCIL

## TERMS OF REFERENCE

### 2019/20 FINANCE & PERSONNEL COMMITTEE

#### **Type –**

The Finance & Personnel Committee (FPC) is a standing committee of Bishopsteignton Parish Council (BPC).

#### **Purpose –**

- To receive and review Parish Council financial reporting from the Responsible Financial Officer (RFO);
- To make any necessary recommendations to the full Parish Council on BPC financial matters;
- To Review and recommend amendments of BPC Financial Regulations annually and to ensure this and other relevant policies are adhered to;
- To ensure adequate financial controls are in place to utilise and protect BPC's finances and assets – to include insurance and maintenance of all BPC registered assets.
- To review, amend and recommend budgets and precepts, as prepared by the RFO, for submission and approval of full Council at the annual precept meetings;
- To monitor, review and recommend on all matters relating to BPC personnel; including emoluments, and employee/employer performance evaluation and appraisal.

#### **Membership -**

- BPC require a minimum of 4 members on this committee. Appointment of members shall be determined at the each AGM of the Parish Council.
- The Chairman of this committee shall be the BPC Chairman and this noted by the committee at its first meeting following the AGM.
- The election of additional Parish Council members must be by recommendation of the committee to the full Parish Council, or at the request of a Parish Council member and agreed by a majority, at a public meeting.
- No members of this Committee shall be co-opted from the public.
- A meeting of this committee is quorate when at least 3 Committee members are present.

#### **Current Membership & Authority -**

- Current members: - Cllrs. K. Benham, T. Davey, R. Gill, J. Grimble, P. Lewis & H. Merritt
- The current Committee Chairman is Cllr. H. Merritt
- Administration to be carried out by BPC Clerk/Proper Officer & RFO:- Mrs. K. Ford

#### **Meeting arrangements**

- The FPC shall meet at least 3 times per year
- Meetings shall be held in the Parish Council office, Bishopsteignton Community Centre, Shute Hill, Bishopsteignton, TQ14 9QL.
- Meeting shall be conducted under Bishopsteignton Parish Council Standing Orders, version 1807.01, adopted July 2018.
- The distribution of agendas and minutes is in accordance with BPC Standing Orders, as above.
- In accordance with BPC Standing order 3d & 11c the public and representatives of the press excluded from meetings of this committee to allow the consideration of business of the confidential nature to be transacted.

#### **Reporting -**

- The FPC will report to the Full Parish Council.
- Minute of the FPC will be provided to members of BPC for approval at the next meeting of BPC.

#### **Resources and budget**

- The FPC do not have responsibility for any expenditure.
- Where expenditure is required 3 quotations are to be sought and reviewed the FPC. Followed by a recommendation to the full council at the next meeting of BPC.

#### **Review**

- These Terms of Reference will be reviewed annually; at the first meeting of the FPC following an AGM of BPC.