



NEWICK PARISH COUNCIL

TERMS OF REFERENCE FOR THE FINANCE & GENERAL PURPOSES COMMITTEE

Scope: The Committee will look at the finances of the Parish Council in accordance with the Council's Standing Orders and Financial Regulations together with all matters shown below. Unless by Council Resolution to the contrary, the Committee will make recommendations on all matters back to the Council for ratification or further action.

Composition: The committee will be comprised of at least three elected members and will appoint a Chairman and Vice-Chairman. It may co-opt other Councillors as appropriate for all or some activities.

Quorum: This will comprise of three elected members.

Meetings: The committee will meet as required.

The committee will:

- **Financial:** consider all matters itemised in the Standing Orders, Financial Regulations, and Risk and Management Controls.
- **Personnel:** deal with employment issues relating to the Clerk and any other staff employed by the Council. This will include Recruitment, Contract of Employment, Job Description, Rates of Pay, Training, Appraisal and Discipline as appropriate.
- **Local Council Award Scheme:** develop the action plans needed to obtain an award under the NALC Local Council Award Scheme if the Council decides to apply for this.
- **Councillors' Training:** identify training that will assist Councillors in the performance of their duties.
- **Community Infrastructure Levy:** Consider applications from Parishioners for the use of CIL funds.
- **Health & Safety:** monitor all aspects of health and safety ensuring that the Clerk has carried out Risk Assessments with the relevant committees.
- **General:** consider any other matters delegated to it by the Parish Council.

Reviewed and adopted 4th May 2021

Signed: Chairman

The Clerk Mrs. E Reece, 1 Paynters Way, Newick, Lewes, East Sussex BN8 4PH
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