



**Terms of Reference for Finance and Admin Committee**

1. The purpose of the Finance & Admin Committee is to enable full discussion of items to reduce the length of time taken by full Parish Council meetings. Items discussed fully in this forum should not subsequently be discussed in full at a Parish Council meeting.
2. That the membership of the committee to consist of five members of the Parish Council, elected at the Annual Meeting, save that the Chairman and Vice Chairman of the Council be elected ex-officio. The quorum of the Committee shall be three members.
3. That all business to be transacted shall be given on an Agenda sent to members of the Committee, as per normal Parish Council meetings, and the public shall be invited to attend.
4. A Committee Chairman shall be elected from the members. The Chairman shall ensure that a brief note is sent round to all Parish Councillors following a Committee meeting to advise them of resolutions or recommendations made at the meeting. This is ahead of the production of the Minutes and is designed to reinforce time-saving at the full Parish Council meeting.
5. That the Committee has the authority to make resolutions, on behalf of the Parish Council, in the following business areas: staff terms and conditions, all contracts, writing/amending policies and Standing Orders for ratification at a full Parish Council meeting, subject to the Complaints Procedure be first line responders to complaints.
6. That the Committee be held a minimum of three times per year. Other meetings may be called as necessary.
7. That the Committee business shall be:–
  - i. Finance including preparation of draft Budget ahead of Parish Council Budget Meeting
  - ii. Initial review of policies and Standing Orders giving recommendations to full Council
  - iii. Complaints received
  - iv. Staff/HR issues/training/appraisals
  - v. H&S issues
  - vi. Grant aid policy/decisions
  - vii. Tender documents & quotations

8. That all Minutes of the Committee be reported to the next full meeting of the full Parish Council.

Adopted on: .....2017

Signed: ..... S. Mercer, Chairman  
Wheldrake Parish Council