

Terms of Reference Finance and Personnel Committee

1. PURPOSE

- 1.1 To make recommendations to Bleadon Parish Council on all matters relating to Finance and Personnel matters, policies and procedures.

2 PROCEDURE

- 2.1 To meet quarterly in public in a properly convened meeting as required by law, with no public participation permitted except at the discretion of the Committee Chairman.

3 ACTIVITIES TO INCLUDE

- 3.1 Regularly monitor reports of income and expenditure against the approved budget.
- 3.2 Review financial and economic policies to deal with the allocation and control of assets and resources.
- 3.3 Produce costings for current and future projects in order to assist in the Council in its precept requirements in November/December.
- 3.4 Annually review fees and charges and make any recommendations to Council as part of the budget setting process.
- 3.5 Review the Council's Asset Register and Insurance arrangements
- 3.6 Review regularly the Council's Risk Assessment
- 3.7 Maintain an overview of staffing requirements.
- 3.8 oversee personnel policy and staff management issues
- 3.9 Prepare and review health and safety policies
- 3.10 Propose opportunities for continuous professional development of staff and councillors
- 3.11 review annually its terms of reference and implement any amendments