



## **Finance, Administration & Remuneration committee**

### **Terms of reference**

#### **Membership**

- The Finance, Administration & Remuneration Committee will comprise at least five (5) members chosen by the full Parish Council from its Councillors. This number may temporarily reduce to a minimum of three (quorum) if there are vacancies on the Parish Council.
- The Chair of the Committee and the Vice-Chair will be decided by the committee members and elected annually.

#### **Quorum**

A quorum will be three (3) Councillors; councillors who are not members of the committee may be invited or attend Finance, Administration & Remuneration Committee meetings, but will not be able to vote and will only be allowed to speak during Public Question Time.

#### **Terms of Reference**

Terms of reference describe the purpose and structure of a project, committee, meeting, negotiation, or any similar collection of people who have agreed to work together to accomplish a shared goal.

For the Kings Worthy Parish Council Finance, Administration & Remuneration Committee the terms of reference are to consider and make recommendations on:

- Overall responsibility for the management of the Council's financial affairs in accordance with the Council's Financial Regulations, legislative requirements, regulations and guidelines. These will include:
  - The management of the Council's bank accounts and investments.
  - The management and monitoring of the Council's Income & Expenditure accounts (including the monthly management report).
  - Preparation and review of the Council's annual budgets in conjunction with the relevant committees, including the level of precept.
  - The planning and provision of earmarked reserves for essential capital expenditure, including potential grant or loan funding (where applicable).
  - Ensuring the Council is adequately insured, that this is reviewed annually and recommend accordingly. To instigate insurance claims being made.

- To manage the Council's VAT including reclaims.
  - Ensure a robust regime of both internal and external audit is in place and review the recommendations made.
  - To review fees and charges for Council services and facilities, and to arrange for the payment of all fees/charges owed.
  - Review and agreement of proposed new expenditure (as per the limits set in the Council's financial regulations).
- Grants – To consider all applications for grants and make recommendations to Full Council, in line with the Council's Policy.
  - Legal Matters – To oversee all legal matters including those pertaining to leases, mortgage, insurance claims, easements, tenancies, contracts, loans, byelaws, insurance cover, damage to property, vehicle insurance specification of work, debt recovery and make recommendations to Full Council.
  - Councillor Administration – To deal with matters relating to allowances and expenses and training, making recommendations to full council accordingly.
  - Staffing & Remuneration – To deal with matter relating to staffing including training and reviews (annual and pay) and make recommendations to full council accordingly.
  - Data protection – To review and make recommendations on the Council's data protection policies and procedures.
  - Kings Worthy Community Centre – To deal with all matters relating to the administration and management of Kings Worthy Community Centre including hiring, cleaning, safety and maintenance, and report to full council accordingly.
  - Liaison with Tubbs Hall Management Committee (THMC) – To liaise with THMC on matter relating to Kings Worthy Community Centre/Tubbs Hall.
  - Discrimination – To ensure that the Council policy on Equality is applied to all aspects of the Council's work and functions and review this policy as appropriate.
  - To be responsible for any matter not included within the Terms of Reference of other Committees, referring to full council accordingly.