



## Amberley Parish Council

### Finance & HR Committee Terms of Reference

#### **1. Authority**

The Finance & HR Committee is appointed by and is solely responsible to Amberley Parish Council. The Committee duties are defined and agreed by the full Council, which may vote, at any time, to modify the Committee's duties. The Committee will be convened as the workload requires and the Council's Standing Orders will apply.

#### **2. Membership**

All members of the Committee will be Parish Councillors. The Committee shall consist of at least 4 Councillors. Members, and the Committee Chair, will be appointed annually at the Annual Meeting in May (or as agreed by full council). The quorum of the Committee shall be three members.

#### **3. Meetings**

To be held as agreed by the Parish Council at its Annual Meeting (or as deemed necessary), one of which will be in late October/early November, at which the agenda will include the budget and precept to be raised for the next financial year.

Meetings to be held in an appropriate publicly accessible venue.

#### **4. Record of Proceedings**

Written minutes of Finance & HR committee meetings will be taken and circulated to all Councillors by the clerk for adoption at the next full council meeting. The minutes will be published on the Parish Council's website.

#### **5. Responsibilities**

The Finance and HR Committee has the delegated authority from Amberley Parish Council:

The Parish Council delegates to the Committee responsibility for oversight of the finances and HR administration of the council. This will include:

##### **Finance:**

- the drafting of the annual budget (actioned by clerk/RFO for review by committee)
- deciding on the precept to be raised
- reviewing the budget as necessary
- reviewing Insurance
- reviewing CIL expenditure

- to agree on Internal Auditor, their TOR and fees
- reviewing and agreement of contracts (including grass cutting, playground inspections)

#### **Human Resources**

- annual review of clerk's salary
- advertisement and recruitment of any new staff
- training of Councillors and staff as required
- matters affecting council Employee
- Breaches of the Code of Conduct

The Committee will make recommendations to the Council on all such matters.

#### **6. Review**

These Terms of Reference are to be reviewed every 2 years.