Loughton & Great Holm Parish Council Finance, Staffing and Premise Committee

Terms of Reference

1. The Finance, Staffing and Premise Committee is a committee of the Full Council and shall operate within these terms of reference and the standing orders of Loughton & Great Holm Parish Council.

2. The Parish Council are the freehold owner of the following and these make up the Premises referred to in these terms of reference:
   - Allotments at Greenhill Close, Loughton
   - Jubilee Graveyard and Allotments, Loughton
   - Loughton Sports Ground, Loughton Pavilion and Car Park
   - Great Holm Community Centre, adjacent car park, MUGA and grassed surroundings.

3. The Full Council shall determine the appointment of members of the Committee yearly in May at the Annual Meeting of the Parish Council.

4. The quorum shall consist of any 3 committee members, however 4 members should be voted onto the committee yearly.

5. The committee shall elect a Chair in the first meeting of the Parish Year (after the May Full Council meeting).

6. In the event of the Chair not attending, then the meeting shall elect a Chair amongst the members of the Committee in attendance for that meeting only.

7. The Chair shall convene meetings of the Committee as and when these are required. The Clerk can summons Councillors to meeting in line with Full Council Standing Orders.

8. The minutes shall be produced promptly and referred to the next Full Council meeting of Loughton & Great Holm Parish Council to be noted. Draft minutes will be published on the Parish Council website and the final minutes will replace them once they are approved at the next Finance, Staffing and Premise Committee meeting.

9. Minutes will not be a verbatim account of discussions, but a clear document detailing matters discussed, and decisions made.

10. The Parish Clerk shall usually attend the Committee meetings to advise and to take the minutes, but the Committee shall be able to meet if the Parish Clerk is unavailable to attend, and minutes will be taken by a member present.

11. All Committee meetings will be open to the public, except when the Committee resolves to exclude the press and public to deal with confidential items by considering passing a

resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, on the grounds that it could involve the likely disclosure of private and confidential information.

12. Any Councillors not in this Committee can attend meetings in a non-voting capacity and would be required to sit in the public area, except when the committee resolves to exclude members of the press and public.

13. This Committee will:
    - Co-ordinate budget preparations, bringing final proposals to the Full Council's December/January meeting including a recommendation for setting the precept for the forthcoming financial year.
    - Monitor income and expenditure against budget on a regular basis.
    - Ensure that the Council's financial procedures and systems are reviewed from time to time and will ensure that the Council is abiding by statutory requirements in relation to its accounts and finances, and by Parish Council's financial procedures.
    - Oversee the internal and external audit of the Parish Council's finances and ensure that the accounts are published on the Parish Council website.
    - Be responsible for line management, performance management, salary and appraisal of the Parish Clerk. Appraisal and management of other staff members will be the responsibility of the Proper Officer.
    - Updates on appraisals and recruitment will be reported to the Committee.
    - Be responsible for the adoption and implementation of all relevant personnel policies and procedures including:
        - Changes to the terms and conditions of service
        - Remuneration
        - Pensions
        - Sickness procedures
        - Annual leave
        - Disciplinary and grievance procedures
        - Redundancy
        - Dismissal

14. This Committee will formulate management strategies for the premises and has authority to make any decisions regarding the lease of, the repair, maintenance, insurance or improvement of the premises listed in section 2. These recommendations will then be put to Full Council for final approval.

15. The Committee may approve all invoices for payment received by Loughton Parish Council and approve these payments, including individual contracts up to the value of £5,000.

16. Any member of the Full Council shall be entitled to call in any decision of the Committee for scrutiny by the Full Council seven (7) days after the serving of the minutes to all members, by submitting an appropriate resolution to the next meeting of the Full Council, in accordance with standing orders. However, the decisions of the Committee remain valid and may be acted on, up to and until such point as they are overturned by a decision of the Full Council.