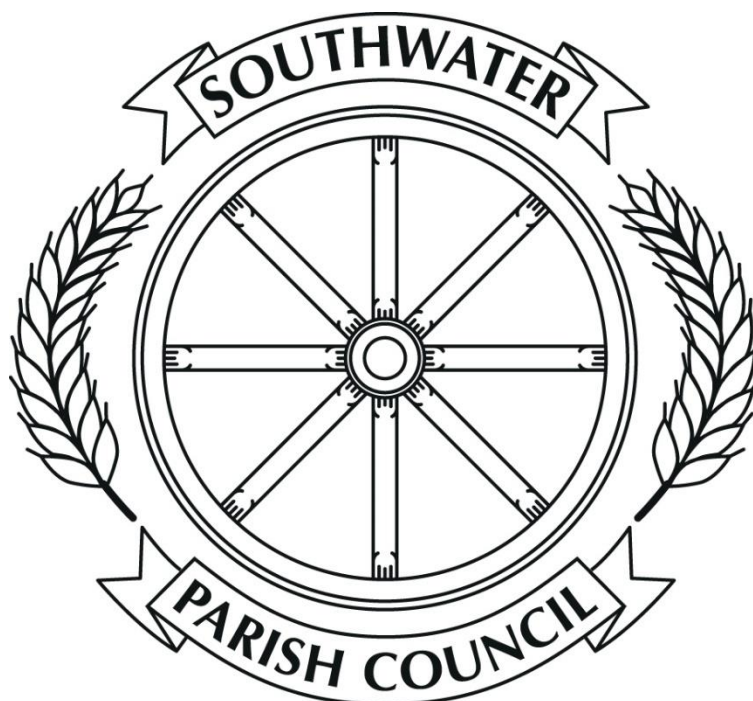


SOUTHWATER PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE REMIT



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INDEX

Contents

1. Quorum	2
2. Main Function.....	2
3. Terms of Reference.....	2

FINANCE AND GENERAL PURPOSES COMMITTEE

MEMBERS

12

MEETINGS

Third Wednesday of the month, every other month

1. Quorum

- 1.1. Three or one third of the total Committee membership. If a quorum is not present, or if during a meeting the number of Councillors present (not counting those debarred by reason of a declared interest) falls below the required quorum, the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the Chairman may fix.

2. Main Function

- 2.1. The regulation of all Parish financial and other miscellaneous matters in accordance with the Accounts and Audit Regulations 1996.
- 2.2. The efficient and effective management and administration of the Parish Council's affairs with specific attention to sourcing, allocation and financial wellbeing.
- 2.3. The efficient and effective administration of all Parish properties.
- 2.4. Liaise with other authorities and administrative bodies.

3. Terms of Reference

- 3.1 The scheme will be used for the following purposes:
- 3.2 Deal with matters specifically referred by the Parish Council or any other Committee and with all matters not specifically referred or delegated to any other Committee.
- 3.3 Deal with all matters relating to the Employment of the Parish Council's Officers and staff, ensuring that all legislation is complied with and making appropriate recommendations to Council where appropriate on the Terms and Conditions of Service as recommended by the National Association of Local Councils, Sussex Association of Local Councils and Government Legislation.

- 3.4 Make recommendations in respect of community and other grants.
- 3.5 Give consideration to, agree and make appropriate recommendations in respect of the Parish Council's revenue estimates, including reimbursable expenditure on Village Halls.
- 3.6 Ensure that the Parish Council has the appropriate insurance policies.
- 3.7 Look to provide the Parish Council's services at the minimum cost commensurate with maximum and effective fulfilment of the Council's operational role and policy aims.
- 3.8 Adopt profitable, effective and efficient management policies.
- 3.9 Adopt positive staffing policies, ensuring compliance with national conditions of service, welfare and health and safety at work regulations.
- 3.10 Ensure that an effective training policy is adopted.
- 3.11 Ensure good business management in operating services whilst undertaking performance and system reviews to ensure an economic, effective and efficient Parish Council.
- 3.12 Introduce, explore and monitor new technologies and systems which could be beneficial to the effective running of the Parish Council.
- 3.13 To receive progress reports and recommendations from the following:
 - a) Five-Year Plan
 - b) Health and Safety
 - c) Allotments
 - d) Southwater Ghyll CIO - The Ghyll (Formerly Southwater Leisure Centre) and The Laurie Apted Building
- 3.14 The effective and efficient administration and maintenance of all Parish properties, including public notice boards, seating, bus shelters, football fields and parish owned public spaces and street lighting.
- 3.15 Investigate any future provision as specified in "Power and Duties and Local Councils" as identified in current legislation.
- 3.16 Liaise and consult with the relevant authorities on footpaths, refuse collection, dog bins, highway matters and lighting schemes.