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Finance & General Purposes Committee

Terms of Reference

PURPOSE

The Finance & General Purposes Committee (“the Committee”) is responsible for oversight of the financial affairs of Beaulieu Parish Council (“the Council”), the Council’s constitutional and governance documents, including its Standing Orders and Code of Conduct, employment and staffing matters including HR policies, pay, performance, disciplinary and grievance issues, and any other general purpose matter referred to it by the Council.

MEMBERSHIP

- Membership will comprise up to five councillors
- The Chair, Vice Chair, and membership of the Committee will be confirmed at the Council’s Annual General Meeting
- The Committee may co-opt one or more councillors onto the Committee at any time, including to fill a casual vacancy, as it sees fit
- A quorum will be three members, to include either the Chair or Vice Chair

PROCEDURES

1. The Committee shall always comply with the Council’s Standing Orders and Financial Regulations
2. The Committee will meet quarterly or as requested by the Chair or Vice Chair
3. Committee papers shall be circulated by e-mail to all Committee members with at least three clear days’ notice of a Committee meeting
4. Any Committee member with a disclosable pecuniary or non-pecuniary interest in any matter to be considered by the Committee shall notify the Chair (or Vice Chair where the Chair has a potential conflict of interest) ahead of the meeting. The Chair (or Vice Chair) shall determine whether a dispensation request should be made to the Proper Officer in accordance with the Council’s Standing Orders

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5. If the Chair (or Vice Chair) determines that it would be inappropriate for the Committee to consider a matter for any reason, the matter shall be referred to the full Council for consideration at the next ordinary meeting
6. The Clerk or, if agreed with the Committee Chair or Vice Chair, a Committee member, will minute all meetings of the Committee and the minutes shall be submitted to the Council at its next meeting for adoption
7. Where permitted by law, the Committee may exclude the press and public from meetings when considering confidential staffing, disciplinary, grievance or other employment-related matters

DELEGATED POWERS

The Committee shall have such delegated powers as agreed from time to time by the Council.

RESPONSIBILITIES

To review and report to the Council on:

1. the Council's Standing Orders and other constitutional and governance documents
2. the recommended annual budget (to be approved as part of the annual precept request)
3. income and expenditure during the year against the annually agreed budget
4. the AGAR and accompanying required disclosures
5. insurance cover
6. compliance with section 137 of the Local Government Act 1972
7. staffing, employment and HR matters, including:
 - 7.1. relevant employment policies and procedures
 - 7.2. staff pay, terms and conditions, appraisal arrangements and training needs
 - 7.3. grievance, disciplinary, capability and other employment-related matters, subject always to confidentiality, natural justice and any requirement for full Council approval
 - 7.4. arrangements for handling confidential staffing matters

Committee members should attend relevant training sessions to ensure they are aware of current legislation and regulations.