

APPLEBY MAGNA PARISH COUNCIL

TERMS OF REFERENCE OF COMMITTEES 2019

MATTERS RESERVED TO FULL COUNCIL.

The following matters are reserved to Full Council (where appropriate, on the recommendation of a Committee):

- The approval of the Parish Council's annual budget and the setting of a precept;
- The approval of the Parish Council's Statement on Internal Control (including the review of the effectiveness of the Town Council's system of internal audit);
- The approval of the Parish Council's annual accounts;
- The consideration of the external auditor's report where the auditor requires it to be considered at a meeting of the Parish Council;
- Any decision to borrow money or to apply for permission to borrow;
- The passing of a resolution to make the Parish Council eligible to exercise the General Power of Competence;
- Any variation or waiver of the Parish Council's procurement policy;
- The authorisation of the execution of a legal deed in accordance with Standing Orders;
- The consideration of any alleged breaches of the Parish Council's adopted Code of Conduct;
- The co-option of a member to fill a casual vacancy or the appointment of additional members;
- The appointment of the Parish Clerk and Responsible Finance Officer.

FINANCE COMMITTEE – NO FINANCE COMMITTEE REQUIRED – FULL COUNCIL

The Committee must at all times consider its duty to best value, Equal Opportunities (race, religion, gender, sexual orientation, marital status, age and any disability), Crime and Disorder, Health and Safety and Human Rights.

Responsibilities common to all Committees:

- To be responsible for compiling its annual budget;
- To present and obtain approval for its annual budget from Full Council;
- In conjunction with the Clerk/RFO to monitor its functions and expenditure;
- To assess and budget for future maintenance, replacement or upgrading of items for which it is responsible;
- To approve payment of accounts.

Responsibilities specific to this Committee:

- This committee has delegated responsibility for the overall management of the Parish Council's finances and administration, and any other matter which does not fall within the scope of any other committee or is not reserved to Full Council;
- To propose the Parish Council's annual precept and obtain Full Council approval for it;
- To ensure that an adequate and effective system of internal audit of the Parish Council's records and control systems is maintained as required by the Accounts and Audit Regulations;
- To review regularly in conjunction with the RFO, the Parish Council's insurance arrangements ensuring that the property and risks are adequately insured;
- To review the effective operation of the Parish Council, its policies and procedures;
- To develop communications with the electorate and other partners (other than on strategic planning matters);
- To consider any matters relating to the Freedom of Information Act, the Data Protection Act and the recommended Code of Practice on Data Transparency issues;
- To make grants to organisations working for the community in the parish;
- To consider all matters relating to tourism in the parish but not including any events or entertainment.

HR COMMITTEE – NO HR COMMITTEE REQUIRED – FULL COUNCIL

The Committee must at all times consider its duty to best value, Equal Opportunities (race, religion, gender, sexual orientation, marital status, age and any disability), Crime and Disorder, Health and Safety and Human Rights.

Responsibilities common to all Committees:

- To be responsible for compiling its annual budget;
- To present and obtain approval for its annual budget from Full Council;
- In conjunction with the Clerk/RFO to monitor its functions and expenditure;
- To assess and budget for future maintenance, replacement or upgrading of items for which it is responsible;
- To approve payment of accounts.

Responsibilities specific to this Committee:

- This committee has delegated responsibility for the overall management of the Parish Council's personnel & administration, and any other matter which does not fall within the scope of any other committee or is not reserved to full council;
- To deal with personnel matters affecting the administrative and also community leisure centre and handy man staff of the council including those allocated to the committee by the Parish Council's Grievance and Disciplinary Procedures;
- To appoint all Parish Council staff (other than the Parish Clerk) and determine and review their terms and conditions of employment;
- To review the effective operation of the Parish Council, its policies and procedures;
- To ensure best practice and duty of care to all personnel;
- To develop communications with the electorate and other partners (other than on strategic planning matters);
- To consider any matters relating to the Freedom of Information Act, the Data Protection Act and the recommended Code of Practice on Data Transparency issues;