LYTCHETT MATRAVERS PARISH COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE

Terms of Reference

1. GENERAL DETAILS

Membership:

The number of members of the F&GP Committee will be determined and kept under annual review by Full Council. The Council Chair and Vice Chair will be ex-officio members of the committee.

Chairman: To be appointed by Full Council, in accordance with Standing Order 4, para d, sub para vi.

Quorum: Shall be one third of the Committee membership, provided that this is no fewer than three members of the Council.
Term of Office: 1 year
Meeting frequency: Monthly

2. RESPONSIBILITIES

a. Monitor, manage, and make recommendations to Council in respect of the financial affairs of the Council.
   i. Prepare the draft annual budget and submit to Full Council for approval, including making recommendations regarding the level of Precept.
   ii. Provide guidance to the Council on overall levels of income and expenditure, and the financial implications of its policies.
   iii. Ensure that an adequate and effective system of internal control is in place to secure the integrity of finances and any other information.
   iv. Review, at least bi-monthly, performance against budget and take any necessary action.
   v. Maintain adequate levels of financial reserves and manage the Council's investments.
   vi. Report and refer matters to Full Council for approval or expenditure outside the committee's delegated authority.

b. Consider and take appropriate action on all reports arising from both internal and external auditors.

c. Identify and update key risks facing the Council, and decide upon appropriate measures to avoid, reduce or control those risks or their consequences.

d. Monitor the Council's insurance cover and ensure this is adequate to meet its liabilities.

e. Undertake forward planning and provide earmarked reserves for the replacement of equipment and specific items of expenditure to lessen the precept burden in any one year.

f. Consider all applications for grants (to charities) and donations (to other organisations or individuals, usually operating within the Parish); and make recommendations to Full Council, in line with the Council's Policy.

g. Consider appropriate short- and long-term investments.

h. Keep the Council's policies and procedures under annual review and recommend improvements as necessary – including Standing Orders for the conduct of meetings.

i. Ensure compliance with legal obligations, e.g. data protection, freedom of information, transparency, etc.

j. Consider and determine planning applications submitted to the Council by the Local Planning Authority.

k. Oversee the management (or letting where appropriate), maintenance, upkeep and improvement of the Council's physical assets and facilities – e.g. Recreation Ground/car park, Row Park Paddock, Allotments, Old School Memorial Green/War Memorial, Cemetery, Club Hall, Foxhills Open Space, Lytchett Astro, Youth Hall.

l. Work with partners to ensure the maintenance of the local environment as necessary – e.g. hedges & ditches, public footpaths, other open spaces.

m. Oversee the Parish Council's Health & Safety Policy in all areas.

n. Work in partnership with the Police and community officers to help to support crime prevention in the Parish.

o. Ensure the Council acts as a good employer and is compliant with employment legislation, considering and recommending appropriate action in all matters relating to personnel issues:

i. Ensure adequate staffing levels.
ii. Ensure compliance with employment law and acceptable working conditions.
iii. Ensure training is available and completed.
iv. Ensure an annual appraisal of the Clerk is undertaken.
v. Advise on employee remuneration.
vi. Review the Clerk's contract annually or as required and recommend changes.
vii. Administer disciplinary and grievance procedures, if required.

p. Present reports, recommendations and minutes to Council for consideration and approval.

3. DELEGATED POWERS

The Finance & General Purposes Committee shall have the delegated power to authorise and implement all actions relating to the matters listed above, except those listed below.

The Committee is specifically authorised to:

Approve expenditure on behalf of the Council up to a maximum of £2,500 per item or project, provided such expenditure is within the approved annual budget.

The following matters are reserved to Full Council and require its approval:

i. Authorisation of Council expenditure over £2,500
ii. The setting of the Precept
iii. Annual budget approval
iv. Changes in Council policy
v. Recruitment or termination of employment

Adopted: 25th June 2025