



WRITTLE PARISH COUNCIL

Parish Office, The Green

Writtle, Chelmsford

Essex CM1 3DT

Telephone: (01245) 420066

Email: clerk@writtle-pc.gov.uk

Website: www.writtlepc.com

TERMS OF REFERENCE

EXECUTIVE & FINANCE COMMITTEE (E&F)

These Terms of Reference to be approved at Full Council on 13 May 2019

Note: - Where these Terms of Reference conflict with the current editions of: - Code of Conduct (C of C) or Financial Regulations (FR) or Standing Orders (SO) then the C of C, FR or SO shall take precedence.

Composition

The Chair and Vice Chair of the Council, the Chairs of Planning & Development, Environment, Highways & Transport and Playing Fields Committees decided at the Annual Parish Council Meeting in May and other Councillors as required. Other Parish, City and County Councillors may attend but not vote.

Quorum

More than 50% of the Committee with a minimum of 3

Chair and Vice Chair

The Chair and Vice Chair shall be the Chair and Vice Chair of the Council.

Objectives

- To ensure that all standards of accountancy are properly followed and all funds are properly expended.
- To receive from the appropriate Committee for approval the annual budgets for expenditure of that Committee in the forthcoming year.
- To fix the amount of the Precept for the forthcoming year.
- To keep under review the committee budgets and consider any over or under expenditure during the year and if appropriate authorise any changes necessary.
- To make decisions as to spending within the delegated powers given to it.
- To advise the appropriate committee on the appropriateness or otherwise of spending requests outside the delegated powers given to it.
- To agree and determine charges for the letting of Parish Council premises and grounds.
- To receiving the accounts of Writtle Archives and ensuring it has sufficient funding and resources to carry out this activity on behalf of the Parish Council.
- To monitor all spending within the Parish Council. Such monitoring will require full Liaison with the appropriate committees.
- To decide any matter that arises and does not fall within the remit of any other committee.

Employment and Human Resources

- To conduct in a proper manner advertisements, interviews and employment of any staff employed by the Council.
- To draw up Contracts of Employment and Job Descriptions.
- To agree performance objectives of staff.
- To determine the salary, pensions and pay of all staff in accordance with guidelines laid down by the National Association of Local Councils (NALC).
- To undertake salary reviews as appropriate.
- To recommend to the Full Council, the appropriate salary applicable to any member of staff.

Premises and Property

- To make recommendations to the Council on rent of existing or acquisition or future premises.
- To make recommendations to the Council on repairs and maintenance of Premises and grounds, which do not fall within the remit of any other committee.

Planning and Control

- To deal with all financial matters, which do not fall within the remit of any other committee, to implement the approved budget, to advise Chairs and the Council on matters relating to finances of the Council.
- Training requirements will be delegated to the appropriate committee with appropriate recommendations as necessary.
- To make recommendations to the Council for future financial planning and in so doing will liaise with other committees where appropriate.

Meetings

- Committee meetings will be held at least once a year.
- The Clerk or any person so delegated will prepare and issue agendas within the Statutory days prior to the meeting and make a record (minutes) of all proceedings at each meeting. Minutes will be circulated as soon as possible after the meeting to all members of the Council.
- If not fully detailed in the minutes, where appropriate, the Chair of the E & F Committee will report the work of the Committee to the next regular meeting of the Council.
- The Chair will liaise with such other committees and invite members of other committees to attend its meeting as may be deemed appropriate.
- Any matter(s), which may be in conflict with the work of another committee, must be referred to the Council.