

SLAUGHAM PARISH COUNCIL STANDING ORDERS ~ APPENDIX 2

FINANCE & POLICY COMMITTEE

CONSTITUTION

Not less than 4 members of the Council. This committee consists of members of Council only. To review budgets and spend across the Parish to ensure correct spend and management of Parish Funds Chairman of each Standing Committee together with the Chairman and Vice-Chairman of the Council are ex-officio. A quorum consists of 4 or more.

POWERS AND DUTIES

1. To exercise general supervision and control over the finances and assets of the Council and to arrange for the proper auditing of all accounts of the Council as detailed in Appendix 1, Financial Regulations.
2. To arrange for the periodical review of the following:
 - a) The Council's Financial Regulations.
 - b) The Council's Risk Assessments.
 - c) The Council's Business Plan
3. To arrange for the investment of any Council funds, subject to the requirements of law.
4. To arrange where appropriate for the insurance against damage or loss of the Council's property of whatever nature and to be responsible for effecting and maintaining all such other policies of insurance which is desirable or necessary to maintain in respect of liabilities which may be incurred by the Council, its members of officers.
5. To be responsible for the appointment of Council staff, and for the Terms and Conditions of their employment.
6. To be responsible for the provision of the Council's offices, office equipment and furniture.
7. To exercise general supervision of wages and salaries paid to Council employees and to recommend to Council thereon.
8. To keep under review Standing Orders in the Council and constitutions for each Standing Committee and to recommend to Council thereon.
9. To consider in every year the annual estimates of income and expenditure on revenue and capital account and to recommend to the Council the precept necessary to meet the expenditure of the Council.
10. To keep under review the staffing and services of the Council and to recommend to Council thereon.
11. To invite quotations for expenditure in excess of £1,000 for goods or services within the Committee's budget and to recommend to Council thereon.
12. At the discretion of the Chairman, and with the agreement of the Committee, £1,000 may be spent without referral to Council provided the expenditure is within the budget.