

# WEST DEAN PARISH COUNCIL

## FINANCE & STAFFING COMMITTEE

### CONSTITUTION & TERMS OF REFERENCE

#### 1 INTRODUCTION

- 1.1 At their meeting on 28 September 2011, the Parish Council amended the Constitution and Terms of Reference of the Finance Committee as follows

#### 2 CONSTITUTION

- (i) The Committee shall be named THE FINANCE AND STAFFING COMMITTEE
- (ii) Membership of the Committee shall be 6 members including the Chair of the Council

#### 3 TERMS OF REFERENCE

- (i) To review the arrangements for the governance of the Council's financial affairs and the stewardship of the resources at the Council's disposal. This to include an assessment of the risks facing the Council and the steps taken to manage those risks  
  
To scrutinise the preparation of the budget and statement of accounts for audit  
  
To consider and if necessary to negotiate on the Council's behalf such matters as many be delegated by the Council from time to time
- (iv) To give consideration and make recommendations to the Council with regard to all staffing matters
- (v) To undertake the role of the "Staffing Committee" as in the model Staffing & Employment procedures adopted by the Council
- (vi) To make recommendations to the Council in respect of all matters within the Committee's Terms of Reference

#### DELEGATED POWERS

- (i) Authority to sign urgent cheques
- (ii) Such delegated powers as maybe conferred by the Council from time to time to deal with specific matters