

Finance and General Purposes Committee

Terms of Reference

1. To make recommendations to the Council on the Budget for the ensuing year; such budget shall be prepared having regard to the Council's statutory duties, obligations and such objectives that the Council wishes to undertake for the benefit of the Parish.
2. To undertake quarterly reviews of expenditure against the approved budget and to report thereon to the Council highlighting any variations.
3. To consider applications for financial assistance including expenditure under the provisions of Section 137 of the Local Government Act 1972.
4. To undertake the evaluation of tenders and quotations for work to be undertaken on the Council's behalf and to recommend to the Council the most appropriate tender(s) for acceptance in accordance with Best Value guidelines, where these do not already fall within another Committee.
5. To ensure proper arrangements for the conduct of the half yearly audit of the Council's accounts and statutory annual audit, including the appointment of internal auditor.
6. To approve the Annual Statement of Accounts and submit them to Council for adoption.
7. To undertake the regular review of the Council's banking arrangements and investments.
8. To review the Council's financial risk assessment
9. To review the administrative functions of the Council and make recommendations as appropriate to the Council.
10. To review donations to outside organisations.
11. To review the subscriptions/licences falling to be paid annually
12. To review the assets and land leased by the Council annually
13. To review the Clerk's and the Assistant Clerk's terms and conditions of employment.
14. To review the Council's office accommodation.
15. To deal with any matters which do not fall within the Terms of Reference of any other Committee.
16. To deal with matters relating to the transfer of the ownership of the WI Hall to the Parish Council.
17. To work on behalf of all of the youth of Hartley to assist them in taking a full and active role in the life of the village.
18. To liaise with any organisation involved with youth work and act to assist them.
19. To enlist any organisation involved with youth work and young people to work with the Council to achieve the above aims.
20. To co-opt persons who have a particular interest in the well being of young persons or have a special knowledge or expertise.

Delegated Powers

To authorise expenditure on Youth matters that fall within the sums contained in the annual budget approved by the Council, provided that any new schemes shall be subject to prior approval, in principle, by the Council.

Approved by the Council at its Annual meeting held on 11th May 2009