

Pembury Parish Council

Working for Pembury People



Audit, Finance and Personnel Working Group Terms of Reference

1. Introduction

- 1.1. Pembury Parish Council has agreed to adopt the Terms of Reference at its meeting held on 05/02/2018 and has recorded the decision under Minute 177.d.
- 1.2. Pembury Parish Council will consider renewing these Terms of Reference at its Annual Parish Council meeting each year.

2. Membership

- 2.1. The Working Group shall consist of up to **SIX** Councillors who shall be elected each year at the Annual Parish Council Meeting.
- 2.2. The Chairman and Vice Chairman of the Council shall be ex-officio members of the Working Group.
- 2.3. The quorum of the Audit, Finance and Personnel Working Group will be **THREE** Members.

3. Procedures

- 3.1. The Working Group will operate within Pembury Parish Council's Standing Orders and Local Government Law.
- 3.2. The chairman and vice chairman for the forthcoming year shall be elected at the Annual Parish Council Meeting.
- 3.3. The Working Group will submit all of its minutes of meetings for ratification to the next appropriate meeting of Pembury Parish Council
- 3.4. The Parish Clerk and/or Deputy Clerk will provide administrative support for the Working Group.

4. Meeting Dates

- 4.1. The schedule of meetings shall be agreed at the Annual Parish Council meeting.
- 4.2. The Working Group shall meet once every quarter on a Monday at 7.30pm in the Council Office, Lower Green Recreation Ground, Pembury TN2 4DZ unless otherwise agreed.

5. Working Group Functions

The Working Group shall:

- 5.1. To receive quarterly budget monitoring reports and monitor the income and expenditure of the Council and report to Full Council on their findings.
- 5.2. To receive internal and external audit reports and make recommendations to Full Council.
- 5.3. To make recommendations to Full Council for policies, procedures and protocols for the Council.
- 5.4. To make recommendations to Full Council on the Council's banking, Council funds and investments.
- 5.5. To make recommendations to Full Council for any other matters relating to audit, finance and personnel issues.
- 5.6. To advise Council on all matters relating to Parish Council staff including terms and conditions and performance.
- 5.7. To ensure that disciplinary or grievance matters are dealt with in line with Council policy.