



Ansdell & Fairhaven Parish Council

Committee Terms of Reference

General

1. The Finance Committee and Events & Community Engagement Committee are constituted as Standing Committees of the Parish Council.
2. The committees are appointed at the Annual Meeting of the Parish Council in May.
3. Each committee is composed of four councillors. A quorum is three councillors
4. Under the Council's Standing Orders, the Council appoints the Chair of each committee. The committees may each appoint a Vice-Chairs, if they choose to.
5. Ordinary members who cannot attend a meeting of a committee may nominate a substitute councillor to take their place. The Council must first determine which councillors may act as substitutes.
6. Committee meetings will be minuted by the Clerk of the Council.
7. The Terms of Reference and membership of committees will be reviewed at the Annual Meeting of the Council.
8. If they see fit, the committees may provide recommendations to the Council proposing amendments to their own Terms of Reference.

Finance Committee

1. The Finance Committee will meet at least every two months.
2. The Committee shall provide recommendations to the Council regarding the salary of employees.
3. The Committee shall have delegated power to determine grant applications up to a maximum of £1,500. When applications exceed £1,500, the Committee shall assess them and make a recommendation to the Council as to its approval or refusal.
4. The Committee shall receive and note reports of quarterly and financial year end bank reconciliations, in accordance with the Council's financial regulation 2.6.
5. The Committee will complete their annual budget challenge in November for the following fiscal year, and assess the financial needs of the Council in relation to budget setting and Precept. The Committee will submit budget estimates and a recommended Precept to the Council. For the avoidance of doubt, the final budget and Precept must be determined by the Full Council.

Events & Community Engagement Committee

1. The Events & Community Engagement Committee shall advise the Parish Council on what public events should be run by the Council each year, and what budget would be required for each one. This function shall be advisory only. The Full Council shall have the final decision on which events to run and what budget to allocate to them.
2. Once the Council has resolved to run a particular public event, and defined the budget for it, the Committee shall have delegated authority to run, manage, organise and promote that event on behalf of the Parish Council.
3. The Committee shall have delegated authority to communicate Parish Council news and initiatives via a Parish Newsletter, within a budget set by the Council.
4. For the purposes of points 2 and 3 above, the Committee shall have the power to approve purchases in line with the Council's financial regulation 5.15. For the avoidance of doubt, this means that purchases must be within the budget set by the Council, and no single purchase may exceed £5,000 excluding VAT. Purchases in excess of £5,000 ex VAT must be approved by the Council.
5. The Committee shall supervise communications on the Council's behalf via the Council's website and social media accounts, assess their effectiveness, and make recommendations to the Council regarding the choice of platforms and digital communications strategy.