

**Herne & Broomfield Parish Council
Finance & Resources Committee
Terms of Reference**

January 2008

This committee shall have a maximum of five members with a quorum of three.

1.	To advise the Council generally as to its financial and economic policies and to deal with the allocation and control of financial resources.
2.	To consider all Committee annual budgets, concurrent funding and precept requirements and to prepare the annual budget for the Parish Council's approval.
3.	To consider the recommendations of other Committees so far as they would materially affect resources not already approved in the annual budget.
4.	To review regularly, at least every three years, the Council's Banking, Investment and Insurance arrangements.
5.	To maintain an overall view of manpower requirements and the allocation of manpower resources. To deal with all matters appertaining to staff, subject to all new employees being approved by the Council.
6.	To review salaries and wages annually and to make recommendations to the Council on salary/wage increases.
7.	To oversee the appointment of staff.
8.	To deal with personnel matters generally and in particular Recruitment and appointment procedures Training Staff Welfare Clerks Assessment Terms and Conditions of Service Discipline (all disciplinary action will be referred to the Council) Matters arising under legislation relating to contracts of Employment and industrial relations Matters relating to staff under Health & Safety at work Legislation.
9.	To manage and maintain the Parish Office.
10.	To review annually the Newsletter advertisement charges.
11.	To regularly review the Financial Regulations, and Committee Terms of Reference.