

Eydon Parish Council

Finance and General Purposes Working Group Terms of Reference.

1. To consider key financial management issues and present deliberations with relevant conclusions to full and open Parish Council Meetings for resolution. Examples of such would include the preparation of the annual budget and proposing of the precept.
2. To prepare grant applications as directed by and for the approval of the Parish Council.
3. To consider and deal with all aspects of staff recruitment, including the issue, variation and termination of employment contracts.
4. To undertake line management responsibility of the employees of the Parish Council and to deal with statutory disciplinary proceedings (instigated by the employer) or grievance action brought by employees.
5. The Finance and General Purposes Working Group shall typically comprise of the Chairman, Internal Control Officer, one other Councillor and the Clerk may be in attendance.
6. The Finance and General Purposes Working Group shall act solely as an advisory body to the Parish Council.
7. The occurrence of Meetings and membership of the Finance and General Purposes Working Group shall be determined by the Parish Council as necessary.
8. The Meetings of the Finance and General Purposes Working Group shall normally be closed to the public and press but will be open if specifically instructed by the Parish Council.
9. The venue for closed meetings shall be determined according to convenience and minimising the cost to the Parish Council. The venue for open meetings shall be according to the criteria for normal Parish Council Meetings.
10. The Clerk shall ensure 3 clear working days notice is given with regard to the occurrence of an open meeting via the Parish Council noticeboard.