**Duston Parish Council: Terms of Reference for Standing Committees**

**1) Name of Standing Committee:** Finance and General Purposes Committee

**2) Membership**: The Committee will comprise a maximum of 8 councillors. The quorum for the Committee shall be the 3 councillors. Membership of the committee will be decided at the Annual meeting of the Parish Council. Where more members wish to join the committee than there are seats, membership will be decided by ballot.

**3) Chairman:** The Committee shall at its first meeting following the Annual Council, before conducting any business, elect a Chair for the year. The Committee may if its wishes elect a Vice-Chairman.

The Chair or other nominated Councillor will report to Full Council on the Committee’s decisions and recommendations.

**4) Voting:** Decisions will be taken by a majority vote. In the case of an equal vote the Chairman shall have a second or casting vote.

**5) Meetings:** As per the meeting calendar or as considered necessary by the Chair.

**6) Power to Spend:**

- Expenditure as approved by Full Council for facilities.

- Consent for grant applications received by Duston Parish Council within the allocated budget approved by Full Council.

**Delegated Responsibilities:**

1. The committee shall monitor all aspects of the Council’s performance not otherwise monitored by any other council committee or working party and shall report thereon to the council.

2. Oversee the financial administration of the council including Duston Parish Council facilities.

3. To maximize the use and revenues of Duston Parish Council facilities.

4. To keep under annual review the Council’s constitution, objectives, policies, protocols and other governing documents.

5. To oversee resource requirements of the Council and make recommendations to the Council. Resources include financial, land, property, employees and contractors.

6. To recommend to the Council an annual budget and precept.

7. To regularly monitor income and expenditure and to make any recommendations to the Council.

8. To consider recommendations of the Personnel Sub-Committee on Human Resource issues.

9. To manage matters relating to premises, leases and licences.

10. To make recommendations to the Council on the formulation of any policy or strategy in relation to the discharge of its role and function.

11. To discharge all other aspects of its role and functions in accordance with relevant legislation, any policy or strategy relating to the function approved by the Council, and only within the budget provision made by the Council.

12. To vire expenditure and carry overs within its own budget as approved by Full Council.

13. The Committee shall have the power to recommend to Full Council the setting up of working groups as and when appropriate to further the tasks as identified above. These groups shall then report to the Committee on a regular basis or as specifically instructed. The Chair of the Finance and General Purposes Committee will, in turn, update the Full Council on the progress of the working group in their report.