

HAWKWELL PARISH COUNCIL

TERMS OF REFERENCE FOR COMMITTEES.

1 The terms of reference of the Finance Committee are:

- Reviewing and updating the Financial Regulations and ensuring they are observed by the Council;
- Overseeing the Financial Administration of the Council;
- Maintaining the Financial Planning system including the determination of budgets;
- Monitoring Performance against budgets and taking any necessary action;
- Monitoring purchasing decisions to ensure a value for money approach to all aspects of Council activity in accordance with Financial Regulations;
- Receiving and Reviewing Audit Reports and arranging for implementation of any recommendations;
- Developing, maintaining and monitoring the policy on the management of reserves;
- Undertaking spot checks on the books of accounts and reconciling the books of accounts to the Bank Accounts; and
- Providing advice and guidance to the Chairs of other Committees and to the full Council on all aspects of financial management;
- Appointing sub committees to undertake any specific project work as necessary.

2 The terms of reference of the General Purposes Committee are:

- The maintenance, improvement and replacement (on a rolling basis) of the Parish owned street furniture;
- The maintenance of Parish owned street lights, providing replacement and additions as necessary;
- The management and maintenance of Parish Footways;
- As instructed by the full Council to undertake projects such as the annual Christmas Tree Lighting ceremonies;
- Management, through a Working Party, of the annual distribution of Christmas Parcels for qualifying Parishioners;
- Development, through a Working Group, of a Youth Parish Council;
- To undertake project work as directed by Full Council.

3 The terms of reference of the Parks, Open Spaces, Conservation and Footpaths Committee are:

- The development and maintenance of the parks & open spaces for the benefit and enjoyment of the parishioners;
- The maintenance and development of the children's play spaces at Magnolia Park and Elizabeth Close;

- The development and updating of a management plan for the nature reserve and the management of the reserve in accordance with that plan and statutory obligations;
- To work with the other authorities to maintain and develop the public footpaths within the Parish through such as the Parish Paths Partnership;
- To consider the acceptance of other open spaces onto the Parish charge and to make recommendations to full Council.
- To develop a programme of speakers to visit the Committee to improve Members knowledge and awareness and advise on options for the management of parks & open spaces etc.

4 The Terms of Reference for the Personnel Committee are:

- To recruit, retain and develop staff to undertake the work of the council;
- To determine the pay and conditions of employment of the staff and to review and update these as necessary to comply with the law and with good practice;
- To determine the staffing levels necessary to efficiently discharge the work required by the council and to review the work loads periodically;
- To ensure the Health and Safety of staff employed by providing appropriate working spaces, tools and equipment and to train staff as necessary to safeguard their health & safety at work;
- To undertake reviews of working practices and procedures of the Council as a whole when so requested and to make recommendations to Full Council.