

DUFFIELD PARISH COUNCIL

Terms of Reference for the Finance and General Purpose Committee

The Committee is responsible for carrying out the policies relating to the Finance and Administration of the Parish of Duffield.

The Committee shall make recommendations to the Council in respect of the following items:

1. The Annual Budget and precept requirements.
2. Dates of meetings of the Council
3. Standing Orders and the functions and Constitution of Committees and Sub-Committees.
4. The appointment to or co-option on a Committee or Sub-Committee of a person who is not a Member of the Council or the Committee;
5. The appointment or nomination by the Council of persons to fill vacancies on outside bodies arising during the Council year;
6. The filling of vacancies occurring on any Committee of the Council during the Council year;
7. Dealing with all matters relating to the general day-to-day administration of the Council
8. Dealing with matters specifically referred by the Parish Council or any other Standing Committee and with all matters not specifically referred or delegated to any other Standing Committee
9. Dealing with all personnel matters relating to Parish Council staff and making appropriate recommendations relying on, where appropriate, the Scheme of Conditions of Service of the National Joint Councils, the National Association of Local Councils, and the Local Conditions of Service of the Amber Valley Borough Council
10. The making of appropriate recommendations in respect of community and other grants from the Parish Council's revenue and capital funds;