

# FLORE PARISH COUNCIL

## ADVISORY COMMITTEES - TERMS OF REFERENCE

### FINANCIAL & EMPLOYMENT ADVISORY COMMITTEE

- The Committee consists of those councillors nominated at the Annual Meeting of the Parish Council, The Chairman and the Clerk.
- The Chairman of the Council is the Chair of the Committee.
- There are no delegated powers therefore all recommendations must be brought to full Council for approval.
- Meetings can be arranged between the members and held anywhere.

#### **Main Function:**

The undertaking of all Parish financial matters and any other administrative, miscellaneous matters as well as the efficient and effective administration of the Parish Council's affairs with specific attention to resource allocation and financial well-being.

- To prepare a budget for each year and to monitor the Parish Council's expenditure.
- To ensure that the Parish Council has appropriate insurance policies.
- Adopt positive staffing policies and ensure compliance with national conditions of service, welfare and health and safety at work legislation, etc.
- Review and update Financial Regulations and all policies and procedures annually, ensuring they are observed by the Council
- Overseeing the Financial Administration of the Council
- Monitoring Performance against budgets and taking any necessary action
- 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 of the accounts and reconciling the books of accounts to the Bank Accounts
- Appointing a sub advisory Committee to undertake any specific project work as necessary
- To determine the training and qualification policy of the Council
- To establish the health, safety and welfare policy of the Council
- To implement an annual salary review for parish council employees, giving due regard to staff development and NALC guidelines
- To look at the employment actions and all working conditions for staff members

### Flore Climate Advisory Committee

#### **ESTABLISHMENT**

Flore Climate Committee was set up in 2023 (through Flore Parish Council) to look at ways the parish can enhance its biodiversity, recycling, decarbonisation, climate resilience, and to look at putting an Emergency Plan for the parish in place. The Committee has no delegated powers although a Chairman should be elected

#### **MEMBERSHIP**

- Membership consists of a representative from the Parish Council and residents of the parish. All members are voting members of the Committee.

- Meetings to be arranged between members and held anywhere.

## **RESPONSIBILITIES**

The tasks identified for this Committee are set out below.

- To raise awareness in the village of climate change, and the challenges therein.
- To look at putting together an Emergency Plan for Flore Parish with help from the Council
- To identify projects and actions to enhance decarbonisation, recycling, biodiversity and climate resilience within Flore village.
- To delegate and keep an overview of such projects and actions
- To offer support to those already doing such work
- To share in the preparation of any consultation/open days that may be organized for residents of the village
- To keep the Council informed of progress

## **REPORTING**

Chair or designated representative will report to the Parish Council, where necessary.

## **DISSOLUTION**

The terms of reference, list of tasks the Committee may undertake and membership will be reviewed annually and may be changed by the resolution of the full Parish Council

# **Linear Green Advisory Committee (High Street)**

## **ESTABLISHMENT**

The Committee, set up in June 2018, to put together plans for what can be achieved to promote the area of the A45, post by-pass. The Committee has no delegated powers although a Chairman should be elected and regular meetings held.

## **MEMBERSHIP**

The membership was agreed at the Council in May 2018 and consists of members of the Council and residents of the parish (ex Neighbourhood Plan members would be asked if they wish to be a member). All members are voting members of the Committee.

- Meetings to be arranged between members and held anywhere.

## **RESPONSIBILITIES**

The tasks identified for this Committee are set out below.

- To come up with and develop ideas for work to the old A45
- To be prepared to work cooperatively.
- To share in the preparation of any consultation/open days that may be organized for residents of the village
- To keep the chair of the Council and the parish clerk informed of progress and if discussions are likely to involve any elected representatives or officers of the district or county council, for advice.
- Ongoing, to look at ways to alleviate any changes to the road and options for the linear green area

## **REPORTING**

Members will report to the full Parish Council.

## **DISSOLUTION**

The terms of reference, list of tasks the Committee may undertake and membership will be reviewed annually and may be changed by the resolution of the full Parish Council