



BENTHAM TOWN COUNCIL

Terms of Reference of Finance And Staffing Committee

Approved: June 2026

Minuted: 35.7.1

Review: May 2027

Purpose of the Committee

The Finance & Staffing Committee is appointed to oversee the Council's financial management, budgeting, internal controls, audit arrangements, staffing matters and personnel policies, within the delegated authority granted by the Full Council.

The Committee shall make recommendations to Full Council on matters outside its delegated authority.

Membership and Voting

(To be elected annually at the Annual Meeting of the Council in May)

1. The Committee shall consist of at least 4 councillors.
2. The Committee shall appoint a Chair annually in accordance with the Council's Standing Orders.
3. The Chair shall have an ordinary vote and, in the case of an equality of votes, a casting vote.

Convening

The Clerk shall convene meetings of the Committee as required. The Chair of the Committee may also call meetings when necessary.

Meetings shall be held in accordance with the Local Government Act 1972 and the Council's Standing Orders. Public notice of meetings shall be given in accordance with statutory requirements.

Meetings

Meetings shall be conducted in accordance with the Council's Standing Orders.

Quorum

The quorum of the Committee shall be 3 members.

Documentation

1. Minutes of all meetings shall be recorded by the Clerk or other appointed minute taker.
2. Draft minutes shall be circulated to Committee members as soon as practicable.
3. Approved or draft minutes shall be presented to Full Council for information and/or ratification as required.

Accountability

The Committee has delegated authority from Full Council to act within these Terms of Reference only. Any matters outside the Committee's delegated powers shall be referred to Full Council with recommendations.

REMIT OF THE COMMITTEE

Finance and Governance

1. To review the Council's Financial Regulations and make recommendations to Full Council on amendments and updates as required.
2. To monitor the financial performance of the Council, including income and expenditure against approved budgets and to report to Full Council on a quarterly basis.
3. To prepare and recommend the annual budget and precept requirements to Full Council.
4. To review quarterly all income and expenditure budgets and monitor financial risk.
5. To ensure that adequate and effective systems of internal control are maintained to safeguard the Council's finances and assets.
6. To undertake an annual review of the effectiveness of the Council's internal controls and make recommendations to Full Council.
7. To review the effectiveness of the internal audit provision annually and make recommendations to Full Council.
8. To consider reports arising from internal and external audit and take appropriate action or make recommendations to Full Council as necessary.
9. To approve the Council's quarterly VAT returns.
10. To review the Council's banking, investment and insurance arrangements annually and make recommendations to Full Council on any proposed changes.
11. To review the Council's financial procedures, risk management arrangements and insurance provision to ensure they remain fit for purpose.

Staffing and Personnel

12. To oversee staffing matters on behalf of the Council, subject to any appointment of new employees being approved by Full Council where required.
13. To oversee recruitment procedures and the appointment process for staff vacancies.
14. To review salaries and wages annually and make recommendations to Full Council regarding salary scales, wage increases and staffing budgets.
15. To establish and keep under review staffing structures and employment arrangements.
16. To oversee personnel matters including:
 - recruitment procedures;
 - induction and training;
 - staff welfare;
 - appraisals and performance management;
 - contracts of employment and job descriptions;
 - disciplinary and grievance matters;
 - compliance with Health & Safety legislation;
 - absence management and wellbeing.
17. To ensure that employment policies and procedures are reviewed and implemented in accordance with current legislation and recognised best practice.
18. To act as the line management committee for the Clerk and conduct the Clerk's appraisal process.
19. To make recommendations to Full Council on staffing-related expenditure and policy matters where appropriate.

Review

These Terms of Reference shall be reviewed annually at the first Committee meeting following the Annual Meeting of the Council, with any recommended amendments referred to Full Council for approval.