



TERMS OF REFERENCE

For the Finance, HR and General-Purpose Committee

1. Purpose

The Finance, HR and General-Purpose Committee ("the Committee") is established by Willingham Parish Council ("the Council") to undertake specific works in respect of Finance, HR and General-Purpose in relation to the Council works.

2. Powers delegated to the Finance, HR and General-Purpose Committee

- 2.1. To review and consider the annual budgets and look at the required precept demand each year and make a proposal to the Full Parish Council for a formal resolution.
- 2.2. To review Salaries of all staff members, and make a proposal to the Full Parish Council for a formal resolution
- 2.3. To make any HR decisions on behalf of the Council, including the appointment of staff, except for the appointment of the Proper Officer
- 2.4. To appoint a committee member to act alongside the Council's Chairman to carry out the Proper Officer's appraisal.
- 2.5. To review any complaints received against staff members or the Council as a whole
- 2.6. To research and provide any training for Councillors and Staff, deemed necessary
- 2.7. To review Policies annually and make any proposals to the Full Parish Council for a formal resolution
- 2.8. To review the Council's insurance policies and make any necessary recommendations to the Full Parish Council for a formal resolution
- 2.9. To review all works involved in the maintenance of the Parish Clock along with the volunteer responsible for the maintenance
- 2.10. To consider and action all Data Protection, Subject Access and Freedom of Information Requests
- 2.11. To make any emergency decisions required, whether financial or procedural.

3. Membership

The Committee shall comprise of; the Chairman of the Council, Vice Chair of the Council, Chairman of the Planning Committee, Lead Councillor for Leisure and Amenities, Lead Councillor for Halls, Lead Councillor for Green and Boundaries, and Lead Councillor for Cemetery.

In the absence of Lead Councillors being available for a meeting, the Deputy Councillors for Leisure and Amenities, Halls, Green and Boundaries and Cemetery may attend and be able to vote.

The Committee shall be chaired by the Chairman of the Parish Council.

4. Appointment

The Committee members will be identified and will be subject to reconstitution annually, at the Annual Meeting of the Council.

5. Meetings

- 5.1. The Committee shall meet as frequently as necessary to fulfil its objectives. Meetings shall be arranged by the Clerk and will be advertised in accordance with the Council's Standing Orders.
- 5.2. Only Committee members will be summoned to the committee meetings, but notification of any meetings will be provided to all Councillors.
- 5.3. Parish Councillors who are not members of the Finance, HR and General-Purpose Committee may attend meetings but will do so in the same capacity as a member of the public.
- 5.4. Agendas for meetings of the Committee shall allow for a period of public participation as described in the Council's Standing Orders.
- 5.5. Draft Minutes from each Committee meeting shall be reported to the next meeting of the Full Parish Council as soon as practicable, following the Committee meeting.

6. Quorum

A quorum shall comprise of at least four members of the Parish Council.

If a quorum is not present, no business may be transacted and the meeting will be postponed or adjourned to another date or time.

7. Review of Terms of Reference

- 7.1. The Terms of Reference under which the Committee operates will be reviewed annually.
- 7.2. The Parish Council's adopted Standing Orders, Financial Regulations and Code of Conduct retain precedence over these Terms of Reference.

Version	Date	Author	Description of amendment
1	21.01.2026	Clerk	Council accepted the Policy following minor amends.
2	02/09/2026	Clerk	Inclusion of HR in the Policy and redrafting of the wording