

GRAVENEY with GOODNESTONE PARISH COUNCIL

TERMS OF REFERENCE

Adopted: June 2016

Reviewed: May 2021

ORDINARY MEETING OF THE PARISH COUNCIL

The parish council's ordinary meeting is the main policy-making event of the council and considers the broad social and economic needs of the parish. An extra-ordinary meeting may be held if necessary and will follow the same Terms of Reference.

Terms of Reference

1. To consider and agree the broad policies and objectives of the council.
2. To identify the need for new services and facilities.
3. To consider and monitor development plans, strategic planning issues and transportation.
4. To be responsible for allocating and controlling the financial resources of the council, following advice from the Finance Working Party.
5. To consider the distribution of functions between council and committees and any major policy changes in the council's management or administrative procedures.
6. To be responsible for the collection of all revenue, the raising and renewal of loans and insurance.
7. To be responsible for the banking, financial and accounting methods adopted by the council.
8. To authorise members' and employees' attendance at conferences, courses and meetings.
9. To assume responsibility for membership of outside bodies.
10. To respond to consultative documents from Government and other bodies other than those specifically allocated to other committees.
11. To consider the devolvement of appropriate services to the council from other authorities.
12. To enter into legal proceedings on the council's behalf.
13. To deal with matters not normally dealt with or specifically referred to other committees.
14. To consider the all planning aspects of development in the parish and immediate surrounding area.
15. To consider proposed planning applications and carry out site visits and respond as consultee to any planning application or consultation document by the due date.

FINANCE WORKING PARTY

The Finance Working Party will meet to discuss, review and put forward recommendations on major finance issues that arise.

Terms of Reference

1. To consider and recommend the annual budget, and all items relating to income and expenditure as set out in the council's annual budget.
2. To consider the financial estimates of the council and agree the precept to be levied. To recommend to full council.
3. To be responsible for the council's revenue and capital budget and the works scheduled therein.
4. To consider the annual salary increases for staff employed.
5. To consider any major projects and expenditure required.
6. To report back to full council with recommendations and decisions.