

Lawford Parish Council



Council Offices: Ogilvie Hall, Wignall Street, Lawford, Essex CO11 2JG

Administration Committee Terms of Reference

1. The Committee will comprise of 5 Councillors
2. The quorum of the Committee shall be 3 Members
3. The Committee has advisory powers in relation to Financial matters to agree decisions which are then taken for discussion and approval to the next full Parish Council meeting.
4. The Committee has delegated powers to agree decisions relating to Personnel (Staff and Councillors) and Health and Safety matters on behalf of the whole Parish Council.
5. The Committee meets as per approved meeting dates published on the website and noticeboards.
6. The Committee shall undertake the following role and function:
 - a) To elect a Chairman – Chair of Council to take up the role
 - b) To elect a Vice Chairman – Vice Chair of Council to take up the role
 - c) To agree minutes
 - d) To discuss all financial matters relating to Lawford Parish Council
 - e) To set a budget including the precept
 - f) To review and agree the accounts
 - g) To set charges for the use of Council facilities
 - h) To monitor the work of the Responsible Financial Officer.
 - i) To review the Financial Regulations.
 - j) To ensure the council handles all financial matters correctly.
 - k) To manage staff, councillor and committee vacancies
 - l) To set salary rate for the Parish Council employees
 - m) To ensure Health & Safety Law is observed where staff are involved
 - n) To act in an HR capacity in relation to the Clerk
 - o) To respond, and escalate to the Monitoring Officer where necessary, complaints made about Councillors.
 - p) To appraise Council's procedures, Policies and Standing Orders
 - q) To co-ordinate the Parish Meeting

To ensure all decisions are put to, and approved by, the full Council.

Updated and approved at the Full Council Meeting of 20 May 2019 Agenda ref: 7/1920/1)