



General Purposes Committee

Terms of Reference

Classification: Public

Version: 5

Signature:.....
Chairman of General Purpose Committee

Recommendation meeting date:.....

Signature:.....
Chairman of Stantonbury Parish Council

Main meeting adoption date:.....

Version Control

V1	Created by the Chairman of the Full Committee	22/02/2021
V2	Revised by Cllrs Davison, Morgan & Kennedy.	22/02/2021
V3	Adopted and Signed off at the Main Meeting	03/03/2021
V4	Reviewed for recommendation by committee	01/07/2021
V5	Reviewed for recommendation by committee	08/09/2021
V5	Signed off for Adoption at the Main Meeting	06/10/2021

General Purposes Committee Terms of Reference.

The General Purposes Committee is a standing committee of the Parish Council.

The General Purposes Committee will comprise 6 members. In addition to Parish Councillors, the committee may comprise of members of the public.

No members of the committee (other than Councillors) will have voting rights.

The quorum of the committee shall be 3 members. A Councillor could act as a back-up with voting rights on behalf of another councillor if the quoracy of the meeting was threatened.

The General Purposes Committee shall meet a minimum of 4 times in every year or as required by the Chairman.

The primary objective of the committee is to: -

- Assist the Parish Council in overseeing the functionality of matters related to the administration of the support functions of the Council, Its Assets and general matters as required.

To fulfil this objective the committee shall undertake the following roles:

1. To set the annual budget for general purposes work (September).
2. To liaise with the finance committee with respect to budget planning and expenditure.
3. To recommend expenditure of over £750 in accordance with the Financial Regulations.
4. To review quarterly work schedules of Administration Staff.
5. To recommend staff levels and roles.
6. To review and recommend ongoing training.
7. To liaise with subcontractors acting on behalf of the Council (e.g., Parish CCTV Security Cameras, Thames Valley Police, Speed Watch, IT providers, Planning Contractor etc)
8. To review insurance requirements are in place and up to date (Kingsfold and Wylie).
9. To report items of risk to the Council.

10. To report quarterly to the Council.

11. All Parish Correspondence to residents to be sent in blue envelope.