



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

**Administration Committee Terms of Reference – 23 May 2024**

1. The Committee will comprise of a minimum of 4 Councillors appointed at the annual meeting.
2. The quorum of the Committee shall be 3 members.
3. The Committee has advisory powers in relation to financial, personnel (staff and councillors), health and safety policy and its decisions are taken for discussion and approval to full parish council meetings.
4. The Committee meets bi-monthly as per approved meeting dates published on the website and noticeboards.
5. The Committee shall undertake the following roles and functions:
  - a) To elect a Chair
  - b) To elect a Vice Chair
  - c) To agree minutes
  - d) To discuss all financial matters relating to Lawford Parish Council
  - e) To consider and recommend the annual budget and precept to the Full Council
  - f) To review the accounts
  - g) To propose 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 propose 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 Councillor.
  - p) To appraise Council's procedures, Policies and Standing Orders
  - q) To organise the Parish Meeting
  - r) To ensure adequate insurance is in place and in-date.
  - s) To oversee the establishment and fit out of the new parish council office.
  - t) To ensure all decisions are put to, and approved by, the Full Council.

*Updated and approved at the Annual Meeting of 23 May 2024*