

# Lawford Parish Council



**Council Offices:** Lawford Parish Community Hub, The Avenue, Lawford CO11 2FR

## **Administration Committee Terms of Reference – 18 May 2026**

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 and other policies 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 agreed at the annual meeting and published on the website and noticeboards.
5. The Committee shall undertake the following roles and functions:
  - a) To agree minutes
  - b) To discuss all financial matters relating to Lawford Parish Council
  - c) To consider and recommend the annual budget and precept to the Full Council
  - d) To review the accounts
  - e) To propose charges for the use of Council facilities
  - f) To monitor the work of the Responsible Financial Officer
  - g) To review the Financial Regulations
  - h) To ensure the council handles all financial matters correctly.
  - i) To manage staff, councillor and committee vacancies
  - j) To propose salary rate for the Parish Council employees
  - k) To ensure Health & Safety Law is observed where staff are involved.
  - l) To act in an HR capacity in relation to the Clerk
  - m) To respond, and escalate to the Monitoring Officer where necessary, complaints made about Councillor.
  - n) To appraise Council's procedures, Policies and Standing Orders
  - o) To organise the Parish Meeting
  - p) To ensure adequate insurance is in place and in-date.
  - q) To oversee the management and upkeep of the new parish council office.
  - r) To ensure all decisions are put to, and approved by, the Full Council.