



TERMS OF REFERENCE FINANCE & GENERAL PURPOSES COMMITTEE

Approved by Council: August 2016

9 Members of the Authority

Quorum = 3

Meetings: Meetings will take place at least quarterly in February, May, August and November.

All non-committee members may attend meetings of the Committee except for confidential items or matters relating to grievance or discipline and speak at the Chairman's discretion, but are unable to vote.

Function of Committee Column 1	Delegation of Functions Column 2
1. All delegated functions as set out in the Terms of Reference and Delegation of Council	<ul style="list-style-type: none"> • Committee
2. Resources 2.1 To oversee and direct the use of financial and technological resources of the Council.	<ul style="list-style-type: none"> • Operational Management to Responsible Financial Officer (RFO), & other officers in accordance with Financial Regulations • Strategic advice by Town Clerk • Committee for strategic overview
3. Finance Under the direction of the Council :- 3.1 To be responsible for the overall management and control of the finances of the Council. 3.2 To monitor the Council's capital and revenue budgets. 3.3 Approval of variation, overspend, and virement in accordance with Financial regulations 3.4 To make recommendations to the Council on Budget & Precept requirements. 3.5 To advise on the financial implications of proposed new policies or development of existing policies including sources of revenue. 3.6 To advise Council on borrowing policy, investment & treasury management. 3.7 To regularly monitor the performance of all funds invested. 3.8 To supervise the Council's insurance arrangements. 3.9 To supervise the Council's banking arrangements. 3.10 To be responsible for all matters related to the full range of financial and accountancy functions. 3.11 Approval of all fees and charges.	<ul style="list-style-type: none"> • Committee for strategic overview • RFO & Town Clerk in accordance with Financial Regulations and for operational management • Committee/ RFO in accordance with Financial Regulations • Committee, Town Clerk & RFO as set out in Financial Regulations • Committee • Town Clerk/RFO to prepare draft Budget & Budget Report • Committee • Committee • Committee, Town Clerk/RFO • Town Clerk for renewal & operational matters and minor changes in cover • Committee for tendering & significant changes of cover raising premium by more than 15% • RFO • Authorised signatories to authorise Mandate • Tenders to be at discretion of committee, but change of bank to be ratified by Council • Strategic overview to Committee Operational management to Town Clerk • Committee following advice from appropriate committees

3.12	To consider reports on outstanding debts due to the Council and to undertake recovery or write off.	<ul style="list-style-type: none"> • Committee in accordance with Financial regulations
3.13	To issue orders for work, goods & services.	<ul style="list-style-type: none"> • Committee/Town Clerk/ RFO in accordance with Financial Regulations • Other officers as approved Budget holders if set out at the end of this Terms of Reference • Exemption from Financial Regulations or Standing orders for Contracts reserved to Council
3.14	To approve all security arrangements of the Council in respect of computers and financial issues.	<ul style="list-style-type: none"> • Committee/Town Clerk in accordance with Financial Regulations
3.15	To authorise investments and debt repayment in accordance with the Council's Policy.	<ul style="list-style-type: none"> • Committee
3.16	To authorise all leasing arrangements for the acquisition of vehicles, plant and equipment within approved budget.	<ul style="list-style-type: none"> • Committee/Town Clerk in accordance with Financial Regulations
3.17	To review the Financial Regulations annually and to advise Council.	<ul style="list-style-type: none"> • Committee
4.	Grant Scheme	
4.1	To administer the Council's Grant Scheme in accordance with Policy.	<ul style="list-style-type: none"> • Committee
4.2	To approve grants up to £2000 and to recommend to Council grants in excess of this.	<ul style="list-style-type: none"> • Committee to approve grants up to £2000
4.3	Community Centre Concessions in accordance within Policy.	<ul style="list-style-type: none"> • Town Clerk in consultation with Chairman & Vice Chairman of Committee
4.4	To advise Council on the formulation and amendment of its Grants Policy.	<ul style="list-style-type: none"> • Committee
5.	Information Technology Services	
5.1	To oversee the use of information and other technology in support of the Council's business and service commitments.	<ul style="list-style-type: none"> • Operational Management to Town Clerk • Strategic Overview to Committee & Contracts within approved budget
5.2	Amendments & updates to layout of Web Site.	<ul style="list-style-type: none"> • Town Clerk for updates & layout • Committee for new websites & contracts within budget
6.	Procurement	
6.1	To co-ordinate and oversee the Council's Corporate Procurement and advice it on policy.	<ul style="list-style-type: none"> • Committee for strategic overview • Town Clerk for operational management in accordance with Financial Regulations, Standing orders for Contracts & Procurement Policy
7.	Performance & Business Management	
7.1	To be responsible for monitoring the performance of the Council.	<ul style="list-style-type: none"> • Operational management to Town Clerk • Strategic overview to Committee
7.2	To monitor the progress of the Capital Programme.	<ul style="list-style-type: none"> • Committee
7.3	Approval of Corporate Business Plan.	<ul style="list-style-type: none"> • Committee • Town Clerk to determine underlying Action & Project Plans

<p>8. Quality & Integrated management System</p> <p>8.1 To promote efficiency, value for money and an integrated approach to management.</p> <p>8.2 To oversee the formal administration of any adopted integrated management systems, risk management and quality self-assessment programmes</p> <p>8.3 To promote customer care and equality in service delivery and access.</p>	<ul style="list-style-type: none"> • Operational management & approval of operational procedures to Town Clerk • Overview to Committee • Operational management to Town Clerk • Strategic overview to Committee • Operational management to Town Clerk
<p>9. Communications / Public Relations and Marketing</p> <p>9.1 To co-ordinate and promote access to Council services and public information and to advise Council on a Communications & Marketing Policy.</p> <p>9.2 To promote the public face of the Council through the management of public and media relations.</p> <p>9.3 To promote implementation of the Council's policies in respect of corporate marketing and communication.</p> <p>9.4 To advise Council on adoption of a publicity Code and Information & Data Protection Policy</p>	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Town Clerk • Strategic overview to Committee • Operational management to Town Clerk • Strategic overview to Committee • Operational management to Town Clerk • Strategic overview to Committee • Operational management to Town Clerk
<p>10. Audit</p> <p>10.1 To ensure that an adequate and effective system of internal control is in place to secure the integrity of finances and to approve the annual internal audit terms of reference.</p> <p>10.2 To receive, approve and action interim audit reports.</p> <p>10.3 To administer and advise Council on matters of Data Protection, Access to Information, Freedom of Information and Transparency.</p>	<ul style="list-style-type: none"> • Committee • Town Clerk to support with operating procedures • Committee generally, Council if change of policy required. • Council to receive external audit report. And final internal audit report • Strategic overview to Committee • Policies reserved to Council • Operational management to Town Clerk