

TERMS OF REFERENCE

FINANCE AND GENERAL PURPOSE COMMITTEE

These terms of reference should be read in conjunction with Thornbury Town Council Standing Orders.

1. COMPOSITION

- 1.1 The Committee shall consist of a minimum of 6 Councillors
- 1.2 The Town Mayor (ex officio) and the Deputy Town Mayor (ex officio) shall be given first opportunity of membership, which they may decline.
- 1.3 Councillors who are not members of the Committee may attend the meeting but they may not vote.

2. CHAIR

- 2.1 The Committee Chair will be elected at the Annual Meeting of the Full Council.
- 2.2 The Chair's period of office is for one year.
- 2.3 The Committee shall elect a Vice-Chair at the first meeting after the Annual Town Council Meeting. The Vice-Chair's period of office is for one year.
- 2.4 The Chair, if present shall Chair the Committee meeting.
- 2.5 In the absence of the Chair and Vice-Chair a vote of committee members will appoint a Chair for that meeting.

3. QUORUM

- 3.1 The Committee shall be subject to a quorum of 4 or one third of its membership whichever is greater.

4. CONDUCT OF THE MEETING

- 4.1 All meetings of the Committee shall be convened in accordance with Thornbury Town Council standing orders and current legislation.

5. AREA OF OPERATIONS

The Committee shall be responsible for the following Town Council functions:

- 5.1 Financial monitoring and reviews of financial practices
- 5.2 To review and advise on budget proposals
- 5.3 To monitor the performance of any Council plans
- 5.4 To monitor and address any recommendations from audit
- 5.5 To set and monitor the Council grant policy
- 5.6 To review and monitor Service Level Agreements
- 5.7 To agree and review Council policies and practices
- 5.8 To oversee the management and compliance in relation to Council property and to address property issues
- 5.9 To monitor the agreed CIL programme.
- 5.10 To review risks allocated to the committee, at least annually

6. POWERS AND RESPONSIBILITIES

Financial:

- 6.1 The Committee may authorise expenditure in accordance with the budget and areas of operation approved and agreed by Council.
- 6.2 Making recommendations to Council on any investigation or review into any of the areas of responsibility.
- 6.3 To advise the Council on budget proposals
- 6.4 To review the budget for salaries and wages, including employer contributions at least annually in October for the following financial year and the final version signed by the Chief Executive and the Chair
- 6.5 To make a recommendation on the precept to be levied each year
- 6.6 To agree any addition or withdrawal from any Earmarked Reserve
- 6.7 To agree any virements of budgets to other cost centres or Earmarked Reserves
- 6.8 To receive any virements between nominal codes
- 6.9 To receive reports of any emergency expenditure and implications
- 6.10 To authorise schedule of regular payments
- 6.11 To receive report on spend under delegated authority
- 6.12 To review and authorise schedule of payments
- 6.13 To receive list payments made in the previous months
- 6.14 To approve direct debit and standing order schedules, every two years
- 6.15 To authorise debit card payments over £500
- 6.16 To review payroll reports
- 6.17 To review the long-term financial strategy of the Council with a view to advising the Council on funding of significant proposals.
- 6.18 To be responsible for monitoring all aspects of the financial administration of the Council.
- 6.19 To review fees and charges for recommendation to council
- 6.20 To procure adequate insurances to cover for all council liabilities
- 6.21 To award and monitor grants
- 6.22 To receive and approve regular income and expenditure and reconciliation reports and to be responsible within the limits previously approved by the Council
- 6.23 To review and make recommendations to Council on Service Level Agreements
- 6.24 To monitor Internal Control Checks

Policies:

- 6.25 To formulate, review and adopt Council policies.

Property, assets and capital:

- 6.26 To receive and action required management reports for Council properties.
- 6.27 To monitor the condition of Council properties and oversee any actions required, including requirements of the Council's property management strategy.
- 6.28 To oversee/ agree contracts to manage Council properties effectively.
- 6.29 To make recommendations as required on the future of Council property.

Governance:

- 6.30 To ensure that the Council is legally compliant in its statutory duties relating to health, safety and risk assessment.
- 6.31 To appoint the Internal Auditor
- 6.32 To receive reports and consider actions required from any audit reports.

Youth Service:

- 6.33 To monitor and review the Youth Service contract.

Information Technology:

- 6.34 Oversee the ongoing development of ICT systems and equipment for the Council including the Council Website.

Other:

- 6.35 To respond on behalf of Council to consultations relevant to the functions of the Committee.
- 6.36 To consider the financial implications of the Council's plans and to recommend to the council levels of expenditure in connection to them.
- 6.37 To consider and approve as appropriate requests from other committees to incur expenditure greater than already approved by the Council and also to consider any such requirement in respect of its own expenditure.

Risk Monitoring:

- 6.38 To satisfy itself that risk and governance procedures are being followed in relation to the Finance Committee remit.

7. ENVIRONMENT

- 7.1 To give due consideration to environmental, conservation and climate change matters in carrying out the functions of the Committee and in reaching all decisions.

8. EQUALITY AND DIVERSITY

- 8.1 To consider equality and diversity (race, gender, sexual orientation, marital status and disability), tackling disadvantage, reducing social exclusion, and supporting society's most vulnerable groups, in carrying out the functions of this Committee.

9. FURTHER INFORMATION

- 9.1 The Committee shall appoint sub committees and working groups as and when it is deemed necessary and shall set out Terms of Reference for those bodies
- 9.2 The Committee shall undertake reviews of Terms of Reference as and when appropriate for sub-committees and working groups under its remit and should make recommendations to Council regarding its own Terms of Reference.