



FINANCE AND GENERAL PURPOSES COMMITTEE

TERMS OF REFERENCE

COMMITTEE STRUCTURE – 12 MEMBERS

1. Membership

- a) There will be a maximum of twelve members.
- 2. To exercise the powers and duties of the Town Council in financial matters, including:
 - b) All applications for financial assistance.
 - c) Accounting, banking and payroll arrangements.
 - d) Insurance.
 - e) Advertising.
 - f) Staff Costs.
 - g) Subscriptions.
 - h) Charitable Trusts and voluntary organisations.
 - i) Management of the Town Council's premises, administration and capital expenditure.
 - j) The Town Council's income and expenditure including the Annual Town meeting.
 - k) Councillors' training and expenses; and gifts and presentations.
 - l) Health and Safety.

3. To consider and make recommendations on:

- m) All financial matters affecting the Town Council, including Precepts, budgets, accounts, payments and contracts.
- n) All Ward grant applications will go through the Finance & General Purposes

Committee for approval, a minimum attendance of any three Councillors.

- o) Through the Personnel Sub-Committee, the appointment, pay, superannuation and conditions of service of Town Council staff and staff/Councillor training.
 - p) Staff and Council member training.
 - q) The Town Council's premises.
 - r) Mayoral costs, including the civic car.
 - s) Town Council vacancies and electoral arrangements.
 - t) Twinning and friendship links.
 - u) The implementation of the Council's aims and objectives.
 - v) The Chair or Vice Chair be involved in the selection and engagement of professional advisors.
 - w) All statutory and legal matters affecting the Town Council (including byelaws).
 - x) Complaints procedures and the resolution of complaints received.
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- 4. To prepare budgetary forecasts, where necessary, on any of the above activities for inclusion in the Town Council's budget for the following financial year and consider these in the calculation of the precept.
 - 5. To consider and make recommendations to the Council on any changes to these terms of reference that might be required to enable the Committee to adapt to changing circumstances and be better prepared to carry out its mission.