

# Terms of Reference for Finance and Governance Committee

This is two committees, one for the Council and one for the Trust. The principal purpose of the committees is to set budgets, monitor spend against budgets at least quarterly, and to ensure that the council and trust are managed according to the policies and procedures. To review these policies and procedures and ensure that they adhere to legislation, regulations, and accepted practices.

The Committees oversee the financial management of the Council and Trust. To ensure that the insurance is in line with the Council and Trust needs. To review and recommend investment strategy. To make recommendations to council when a budget is overspent. To make recommendations when at the end of a financial year a budget is not spent.

## TERMS OF REFERENCE

### Membership and frequency of meetings

- (i) The committee will consist of a minimum of six councillors, made up of: the Mayor; Deputy Mayor; the Chairs of the Assets & Estates, Development and Commerce, Planning & Highways and Personnel committees, plus any other councillors that wish to join.
- (ii) The quorum of this committee will be one third of its members, rounded up to the nearest whole number, with a minimum of three members applicable
- (iii) Any councillor who is not a member of this committee may, unless the council otherwise orders, be entitled to be present as a spectator. They may speak, with the permission of the chair, but may not be involved in any voting.
- (iv) The frequency and timings of the meetings will be agreed by the committee subject to any policy that the council may agree regarding meeting times.
- (v) The Chair and Deputy Chair will be voted in at the first meeting after the Mayor Making Meeting and will then preside until the next Mayor Making Meeting.
- (vi) If the Chair of one of the main committees cannot attend a meeting, then they may substitute the deputy chair of that committee or another member of that committee so that the committee may always be

represented at a meeting.

## Terms of reference

- (i) To co-ordinate, in consultation with the chairs of the committees of the council, the mayor and the town clerk/responsible financial officer (RFO), the detailed budget of the council and to recommend to the council the annual budget and the annual precept
- (ii) To ensure conformity with the council's Financial Regulations, as advised by the clerk/RFO.
- (iii) To be responsible for overseeing the preparation of the accounts of the council and arrange for their annual external audit
- (iv) To be responsible for overseeing the administration and review of the day-to-day financial matters including internal audit of the council's income and expenditure
- (v) To conduct an annual review of the effectiveness of internal audit
- (vi) To arrange for the annual review of the council's insurance policies and to oversee the procedure for risk assessment of all the council's activities
- (vii) To advise the council on all aspects of finance and financial policy, including the investment of both operating and capital balances, any transfers into and out of the capital fund and loan applications.
- (viii) To oversee an annual review of the Council's Standing Orders, Financial Regulations and Code of Conduct.
- (ix) To investigate alternative funding sources
- (x) To regularly review the S106 and Community Infrastructure Levy contributions and make recommendations to council regarding their use
- (xi) To instigate rent reviews in line with the requirements of council's leases
- (xii) To regularly review the status of all the council's leases. Any leases that are within six months of their expiry, to appoint a solicitor to draw up new leases and advise on appropriate amendments. To liaise with the Assets Committee regarding any appropriate amendments.
- (xiii) To approve any new leases and make a recommendation to council for sealing.
- (xiv) To consider requests for expenditure from other committees that have not been budgeted for or exceed budget and make recommendations to full council.

- (xv) To oversee drawing up contracts for major projects, including any project requiring the official contracts tendering process as defined in Financial Regulations.
- (xvi) To review Council policies and recommend any changes to Full Council and to regularly review the implementation of the policies and procedures.
- (xvii) To consider all applications for grants provided that the application complies with the Conditions for grants applications and to make recommendations to full council for the award of grants.
- (xviii) To be responsible for the oversight of the Council's Awards processes, including making recommendations for full council on who should be the recipient of the annual awards.
- (xix) To be responsible for reviewing and updating the council's Strategic Development Plan.

## Delegated Powers

- (i) Council: The committee, along with the responsible financial officer, will have the power to spend the budgets of the following cost codes once the budgets have been approved by council for the year. The committee must always comply with the council's Financial Regulations:
  - (1) Insurance
  - (9) Audit Fees
  - (16) Consultancy
- (ii) Trust: The committee, along with the responsible financial officer, will have the power to spend the budgets of the following cost codes once the budgets have been approved by Trust for the year. The committee must always comply with the Financial Regulations:
  - Insurance
  - Accounting / Audit Fees
  - Legal fees
  - Consultancy