

## **BATTLE TOWN COUNCIL**

Committees of the Council shall, at all times, act in accordance with the Standing Orders of the Council.

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### **F&GP**

#### *Objectives*

- 1 To ensure that Council business is conducted in accordance with best practice.
- 2 To recommend to the Council a Strategic Plan for the town and its amendment from time to time as required by the Council.

#### *General*

- 3 To act on behalf of other committees on any item that the Chair of the Council certifies that it requires urgent action and when the appropriate committee or committees will not be able to consider the matter in good time.
- 4 To receive and act on reports of the Building Subcommittee.

#### *Specific*

- 5.1 To consider budget proposals prepared by the Council's Committees and, in November each year, make recommendations to Council in relation to the estimates for the following year and the precept to be set;
- 5.2 Regularly to monitor reports of income and expenditure against the approved budget;
- 5.3 To monitor the Council's cash position through bank reconciliation statements;
- 5.4 Annually to review fees and charges and make any recommendations to Council as part of the budget setting process;
- 5.5 To undertake regular reviews (at least once every 4 years) of the Council's Financial Regulations and Standing Orders;
- 5.6 To recommend to Council the Annual Return and, as part of that process to:
  - consider the annual accounts;
  - review the insurance arrangements;
  - ensure that the asset register is up to date;
  - consider any risk management issues;
- 5.7 To determine personnel policy and staff management issues, including annual reviews of staff salaries;
- 5.8 To be responsible for the smooth operation of the Council's administrative systems, including setting and monitoring the implementation of IT policy;
- 5.9 To be responsible for health and safety policy;
- 5.10 To consider and issue on behalf of the Council applications for street collection permits;

- 5.11 To consider applications for grants and to make recommendations to Council;
- 5.12 To be responsible for developing a strategic plan for the use of the Almonry and monitoring its implementation
- 5.13 To be responsible for the operational aspects of the Almonry and its environs, including the collection of rents and fees and the upkeep of the Almonry Gardens;
- 5.14 To keep under review the leases held by others of Council property.
- 5.15 To consider such other general matters as may arise from time to time including consultation papers which are not specific to any other Committee.

*Membership*

- 6 The membership shall be the Chair and Deputy Chair of the Council, the Chair of each committee of the Council and the immediate past Chair of the Council if remaining a Councillor. The Chair of the Council shall chair the Committee, and in his or her absence the Deputy Chair of the Council; and in the absence of both the Committee shall agree its own chair for the meeting concerned.

*Mode of operation*

- 7 Normally to meet monthly and otherwise as required by the Chair of the Council or by a majority of its members.
  - 8 To report to the Council.
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